VTHR eRecruit End User Manual For Field Ops

October 14, 2013

Index

Recruitment Checklist

Information for Hiring Managers & HR Administrators

RECRUITMENT TASK	COMPLETE?
Pre Recruitment Planning (PRP) (Pre-Recruitment Planning (PRP) (pdf))	

HIRING MANAGER - Create New Job Opening in VTHR:
❑ Enter Business Unit, Job Family, and Position Number.
❑ Enter Hiring Team:
    ❑ Recruiter (indicate primary)
    ❑ Hiring Manager
    ❑ DHR Administrator
❑ Enter additional details on Posting Description tab.
❑ Click Save & Submit. Once submitted, workflow sends the job opening to the Appointing Authority for approval.
Job Opening Quick Reference (pdf)	

HR ADMINISTRATOR – Build Job Posting ❑ Click on Posting Information tab. Click on existing Posting Description or click Add Posting Description. ❑ Follow UPK and Job Opening & Posting Descriptions Guide ❑ Click Approve on Approval tab. *(Only the HR Administrator identified as the approver in the approval path is the one who clicks the "Approve" button. Do NOT click All Approve from the dropdown menu.)*	
HIRING MANAGER AND HR ADMINISTRATOR Receive routed Candidate List from Recruitment Services *(A list will be sent by e-mail shortly after deadline/10 business days.* *DO NOT pursue candidates until you receive a Candidate List and confirm the applicant is on the Candidate List!)*	
HIRING MANAGER - Schedule Interviews. Indicate candidates selected for interview in VTHR through "Manage Interviews" feature.	
HIRING MANAGER - After interviewing candidate, use "Manager Interviews" feature to change interview status to "Completed."	
HIRING MANAGER - Check references for top candidates.	
HIRING MANAGER - Collect interview evaluation materials. Save according to DHR and Department policy. Key Recruitment Policies & Guidelines (pdf)	

HIRING MANAGER - Request/ensure top candidate(s) complete Tax Compliance Affidavit. (*Required for external candidates only.)*	
HIRING MANAGER - Forward selected applicant to Field HR Administrator and Recruiter using Forward Applicant action. ○ Indicate desired start date. ○ Field HR will create and send the written offer. *Note: Candidate must log into system to accept the job offer.* *Hiring Managers can assist by ensuring candidates understand and know how to accept in the VTHR system.* How to Accept a Job Offer (pdf)	
HR ADMINISTRATOR – Manage Checklist & Add Applicant Social Security #	
HR ADMINISTRATOR – Prepare Job Offer	

VTHR Recruitment Roles and Hiring Teams

General Recruitment Information

HIRING MANAGER SECURITY ROLE SUMMARY

From the start of the ERP Expansion Project, we have developed the system and our business process to give hiring mangers more access and control over their job openings and applicant information.

We encourage all hiring managers to embrace the features and responsibilities associated to the hiring manager role. If a hiring manager does not want to manage their recruitment in the system, they can assign someone else to be the hiring manager proxy.

If a hiring manager or a proxy is on extended absence, the hiring manager responsibility can be managed by someone else in the department with the hiring manager security role. This individual should be added to the Interested Parties section of the Hiring Team page, which can be done by the original hiring manager, Recruitment Services or an HR Administrator.

If a hiring manager discovers that they need the hiring manager security role or is looking to assign a proxy, they should contact Recruitment via email at DHR.Recruitment@state.vt.us. Please include the subject line "Recruitment Security Request." Users should also include their Employee ID (and proxy's Employee ID if it is a proxy request) in the e-mail.

Hiring Manager Recruitment Responsibilities in VTHR

- Create Job Opening
  - Select Business Unit, Job Family, and Position Number
  - Confirm Job Opening Details
  - Enter Hiring Team information
  - Enter Notes in Posting Information
- Manage Interviews
  - Document scheduled interviews in VTHR
- Forward Applicant
  - Use system to communicate final decision to DHR Field
- Send rejection letters
  - Template letters can easily be sent via-email
  - Two versions: interviewed, not interviewed

APPROVING AUTHORITY SECURITY ROLE SUMMARY

When a hiring manager initiates a job opening in VTHR, it goes to the approving authority for approval. The approving authority will receive an e-mail indicating a job is waiting for approval. They must then log into VTHR to view the job opening information and approve that it is ok to recruit for the vacancy. Remember, the approving authority is verifying that it is okay to fill a vacancy – they are not approving the actually job posting.

Currently, most approving authorities are at the Commissioner or Deputy Commissioner level. Approving authorities who wish to assign this responsibility to a proxy must sign a waiver indicating who will be handing the approval responsibility in their place. At this time, this waiver should be submitted to the DHR Commissioner's Office, and an e-mail should be sent to Recruitment (DHR.Recruitment@state.vt.us) A specific business process will be determined in the near future.

DELEGATION OF APPROVAL

If an individual in the job opening approval path (Approving Authority, HR Administrator, or Recruiter) will be unavailable to approve job openings, they can assign a temporary delegate. Most often, this will be due to vacations and other short-term absences. The delegate will receive all workflow e-mail and be able to approve job openings during the specified time period. To learn how to delegate approvals, please refer to the UPK tutorial: *Recruitment-Submit Delegate Request*.

HIRING TEAM IN VTHR

In VTHR, "Hiring Team" refers to a tab/section in the job opening details. Individuals identified on this page will have access to the job opening. Only individuals with proper security access can be identified on this page. There are four types of "members" on the Hiring Team. Each must be added manually:

1. Recruiter
   a. Click "Add Recruiter Team". Select the checkbox to indicate "Primary" recruiter. The primary recruiter will receive workflow e-mail, but the entire recruitment team can access the job.
2. Hiring Manager
   a. The hiring manager must enter their name in this section. If a proxy is initiating the job opening, the proxy must enter the name of the *actual hiring manager*.
   b. There should only be ONE hiring manager per job opening.
   c. SOV will not utilize "Hiring Manager Teams."

3. Interview Team
    a. If supervisors, managers, or other individuals *who already have general hiring manager security access* wish to have access to the posting, they can be added to the Interview Team. They will then be able to access the job opening and applicants. If an individual does not have the hiring manager security role, they cannot be added to this section.
4. When it comes to sharing applications and resumes, hiring managers may need to share “the old fashioned way” by printing or e-mailing documents to other member of the interview team. We will NOT be giving individuals on the interview panel hiring manager security access for the sole purpose of viewing applicant information.
5. Interested Parties
    a. Field HR Administrator(s) who need access to the job opening. More than one HR Administration can be listed, but only one will be considered the “approver” in the workflow. The “approver” is identified in the approval path on the Approvals tab.
    b. If supervisors, managers, or other individuals *who already have the hiring manager security role* wish to have access to the posting, they can be added to Interested Parties. They will not receive e-mail workflow – they are simply able to search for and access the job opening and applicants.

<u>Bottom Line Regarding Hiring Team</u>: It is the *combination* of having the hiring manager security role AND being identified on the Hiring Team page that gives an individual access to the job opening.

Applicant Guide

[Applicant Guide](#) (pdf)

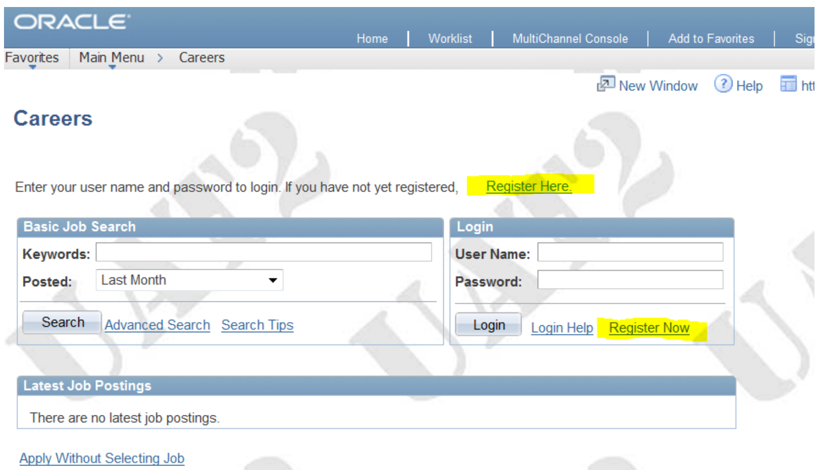
Additional resources for applicants are posted on our website, [www.careers.vermont.gov](#) including:

[Important Tips & FAQ](#) (pdf)

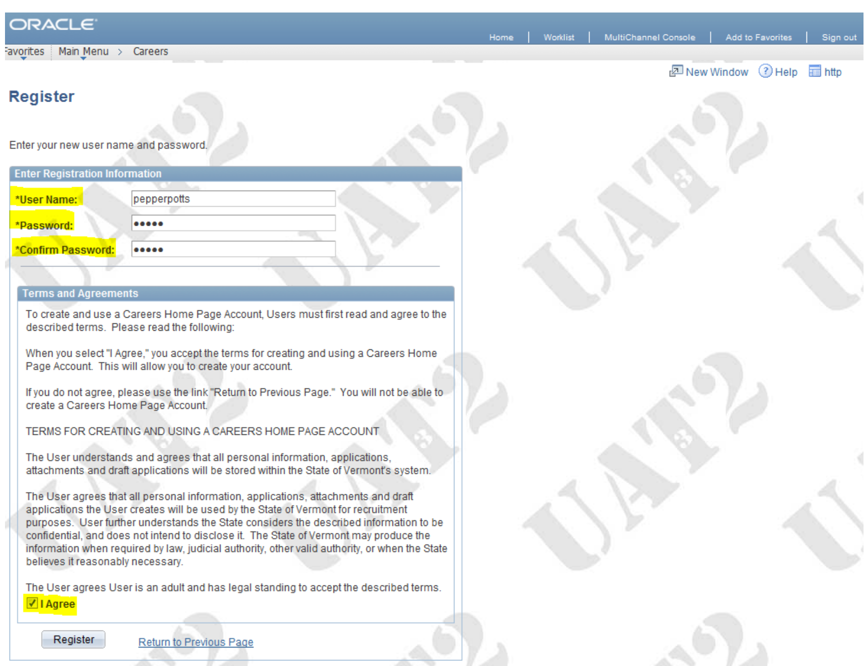
[Login Issues / Spinning Wheel](#) (pdf)

Part 1: Create Username and Password

1. Click *Register Here.*

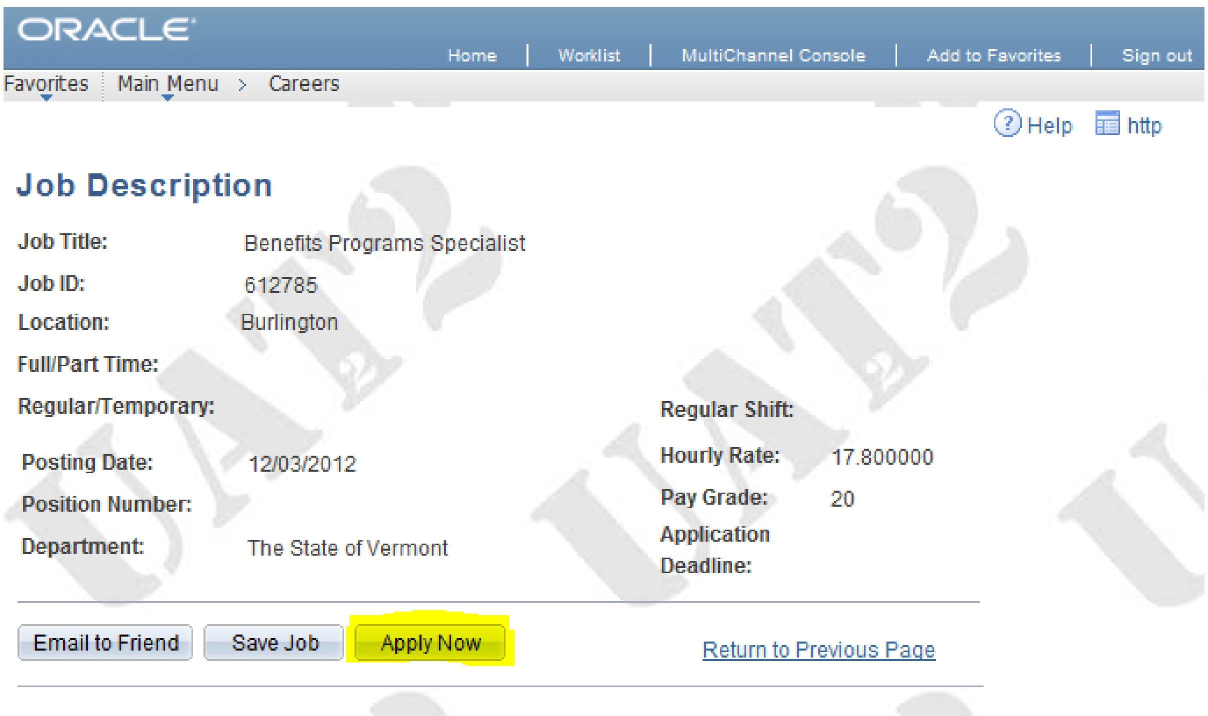


2. Create a unique username and password. Read the Terms & Agreements and click *I Agree*. Be sure to remember your username and password – you will need them in the future!



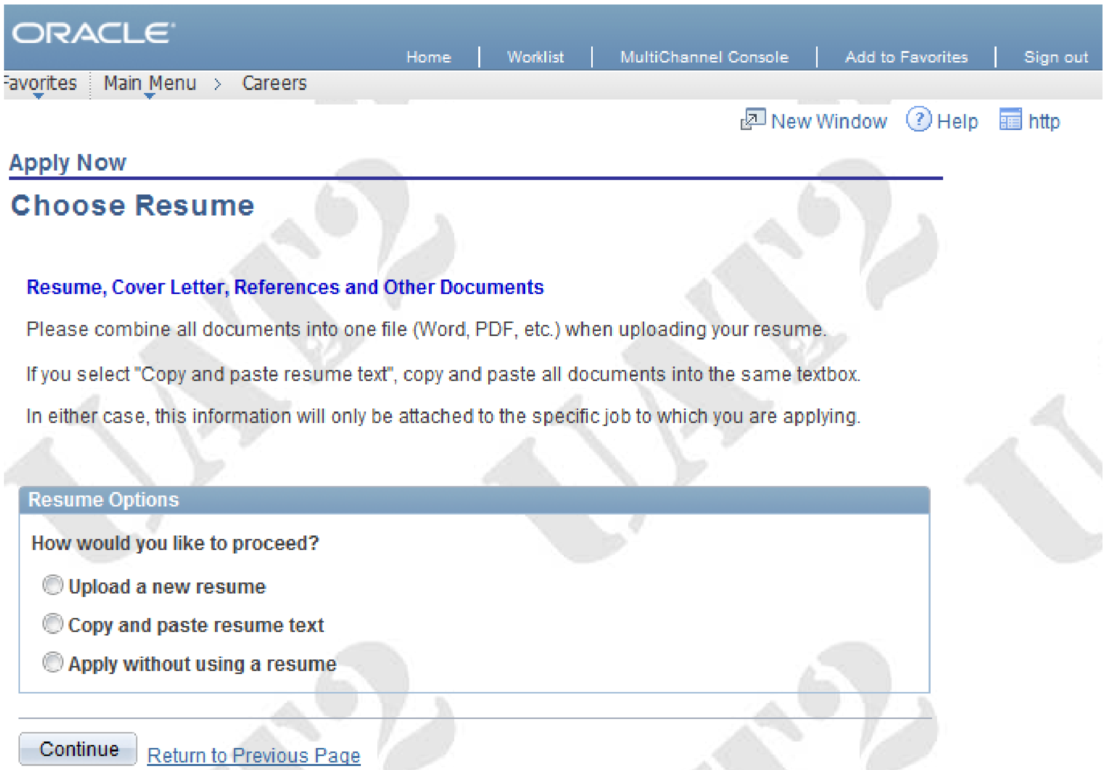
Part 2: Apply for a Position

1. Click on any Job Title to view the full posting.
   - *While our system allows you to apply for multiple jobs at the same time, we recommend only applying for one job at a time. This will allow you to attach different resumes or cover letters to each application.*
2. On the Job Description page, click *Apply Now*.
   - The Job Description page contains information about the job, including pay, location, minimum qualifications, and deadlines. You also have the option of e-mailing the posting to a friend and/or saving the job so you can easily find it at a later time.
   - If you decide not to apply to the position, simply click *Return to Previous Page* to return to your search results.



Choose a Resume

There are two different ways to include a resume and/or cover letter with your job application.



Option 1: Upload a new resume

- Click *Upload a new resume*
- Click *Continue*. A dialogue box will appear. Click *Browse*. Find the file on your computer, select and open the file, and click *Upload*.

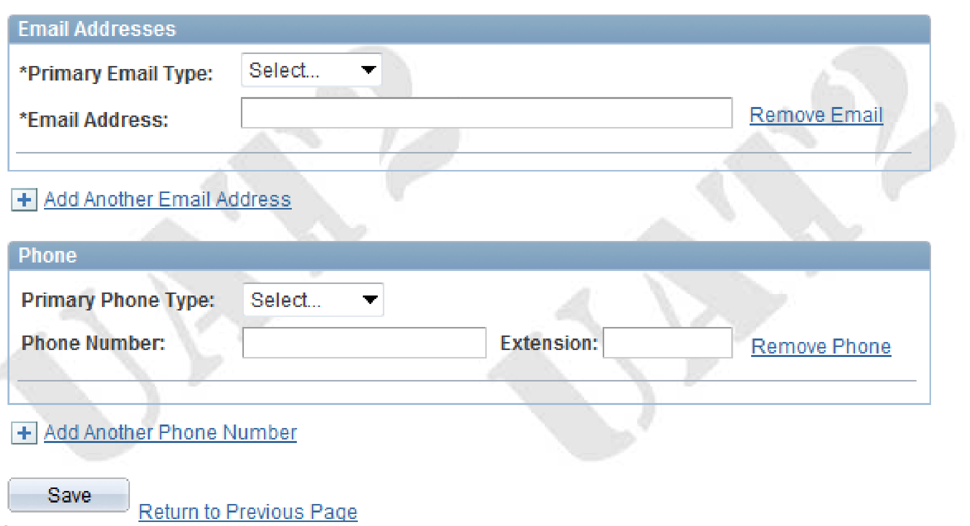
Important: You can only upload ONE FILE at this point. We recommend users combine all documents into one file (Word, PDF, etc.) when uploading.

Option 2: Copy and paste resume text

- Click *Copy and paste resume text*
- Use the editor to build your resume. When finished, click *Continue*.

My Profile

The first time you create a State of Vermont application, you must complete the My Profile page. This information will be stored on you record. This page will not appear on future applications. You can update your My Profile information from the Career Home page.



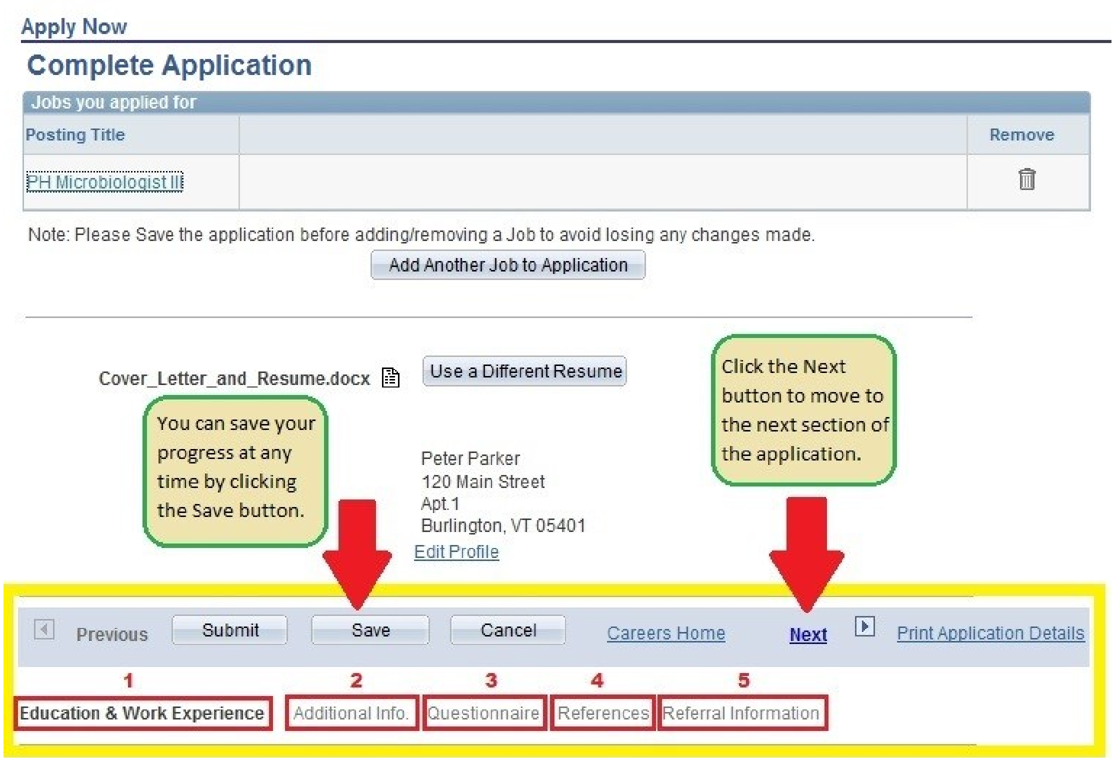
<u>Note: A valid e-mail address is REQUIRED! E-mail is the primary means of communication during our application process. Without a valid e-mail address, you will not receive important information about your application status.</u>

<u>Pre-Application Questionnaire</u>

Before applying for a position with the State of Vermont, you may be required to complete a Pre-application Questionnaire. These questions are REQUIRED and are used to determine whether you are qualified to apply for the position. The Pre-application Questionnaire will be assessed and the results will appear immediately. If your answers indicate you are not eligible to submit an application, you will not be permitted to continue the application process.

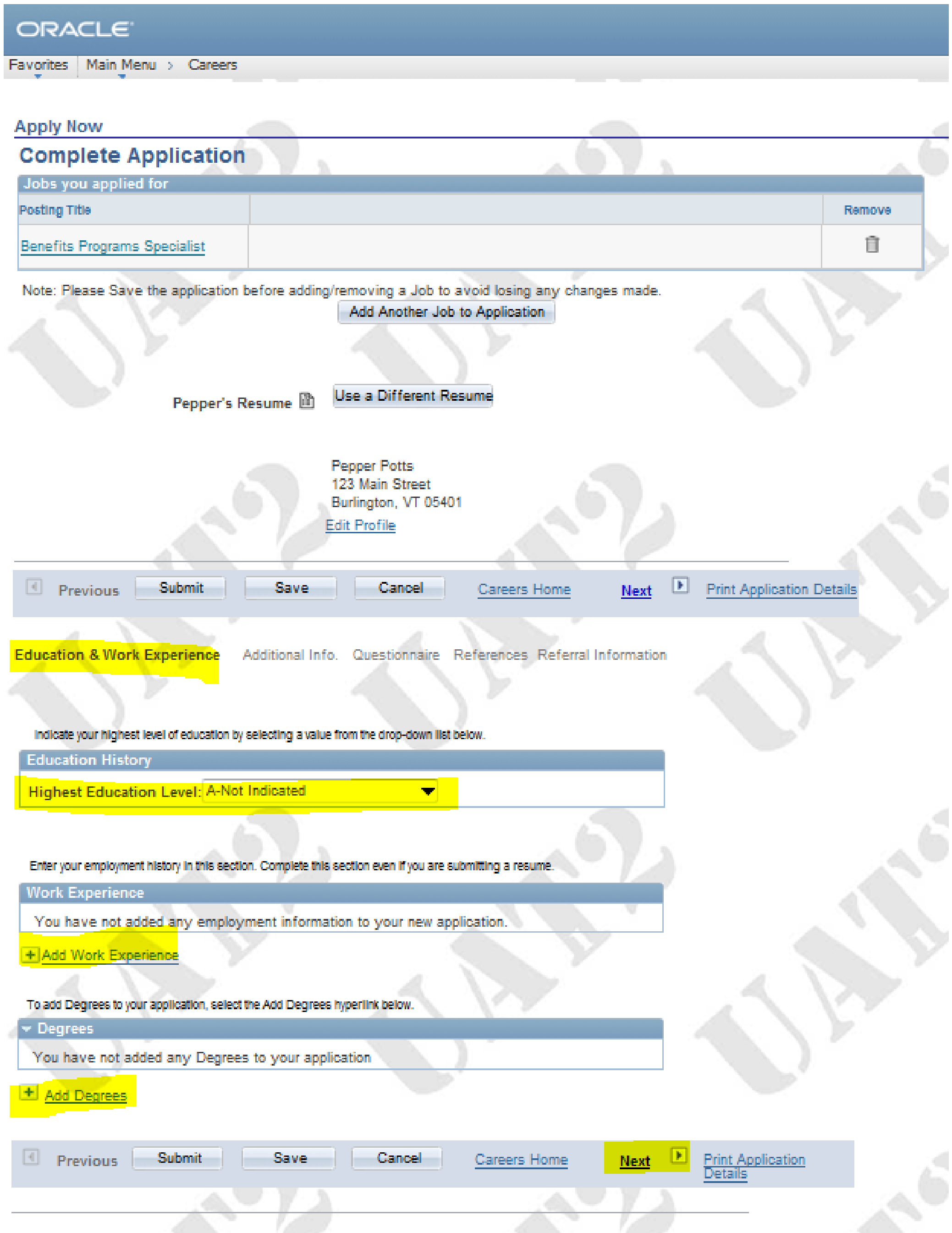
Complete Application: Important Information

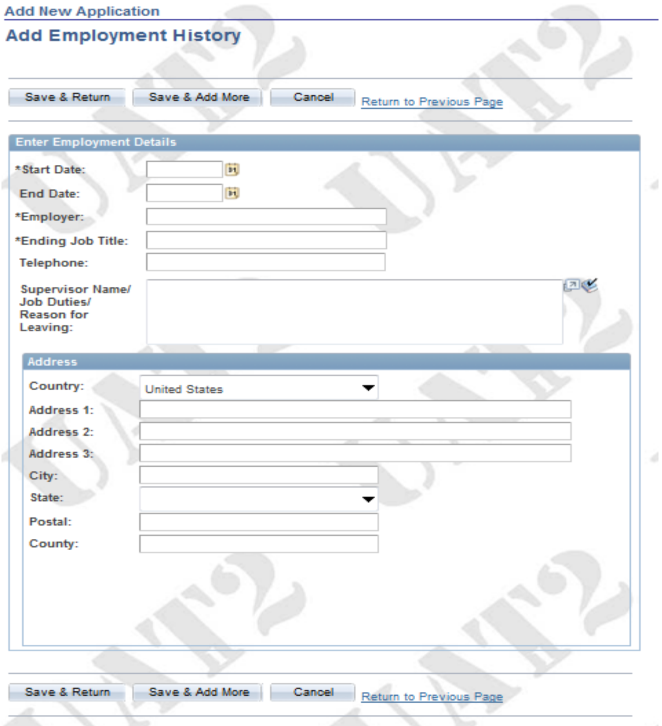
The State of Vermont Online Application has multiple sections. The section highlighted in the image below will help you navigate the online application. It is *critical* that you complete all sections of the application before clicking Submit. Click the **Next** button to move to the next section of the application. You can save your progress at any time by clicking the **Save** button. If you fail to complete the entire application and answer all questions on the Questionnaire page, your application may be considered incomplete and may be disqualified from further consideration. Do not click the Submit button until you have completed all sections of the online application.



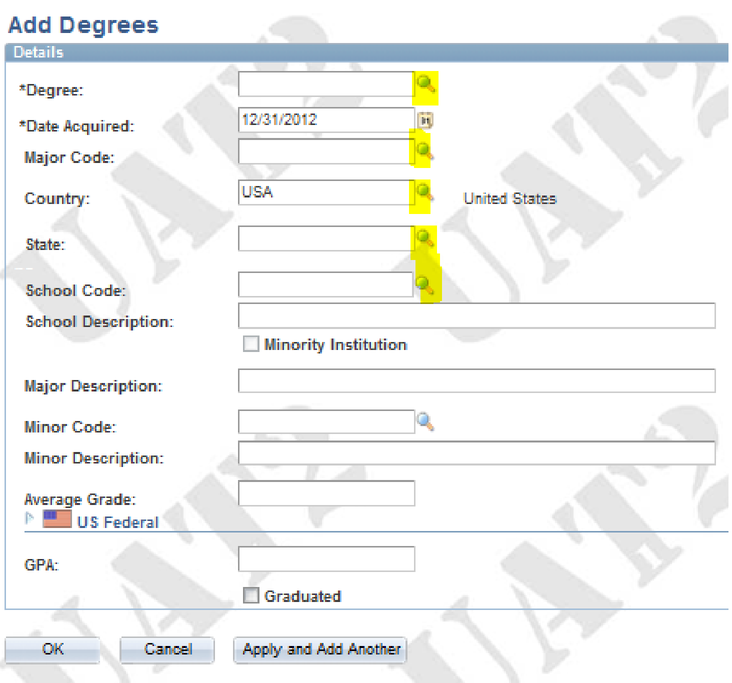
Complete Application: Education and Experience

1. Indicate your highest level of education from the dropdown menu.





2. Click *Add Work Experience.*
   - Fill in all fields with relevant information about your current/previous employment.
   - To add more jobs, click *Save & Add More*.
   - When done, click *Save & Return*.



3. Click *Add Degrees.*
   - Fill in all fields with specific information about your education.

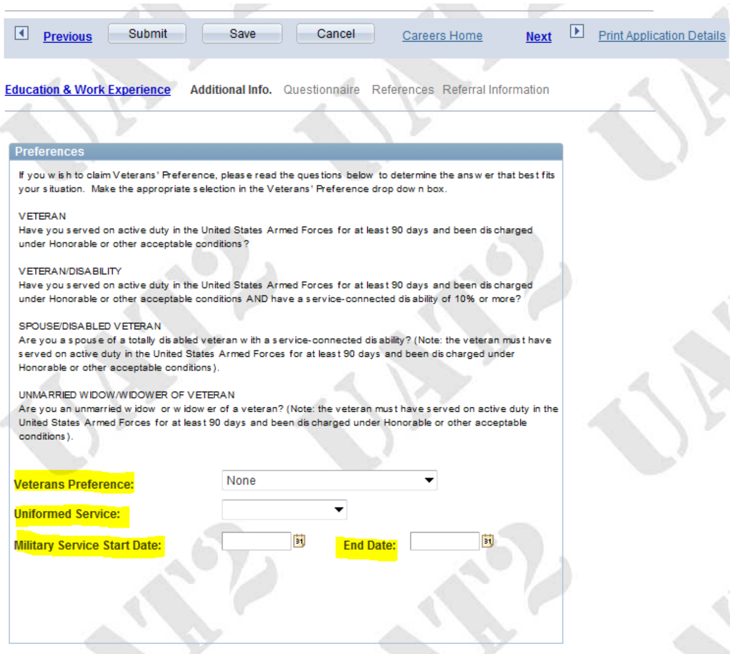
Note: For Degree, Major, State, and School Code, you will need to click on the magnifying glass symbol and select your response.

   - To add more jobs, click *Apply & Add More*.
   - When done, click *OK*.

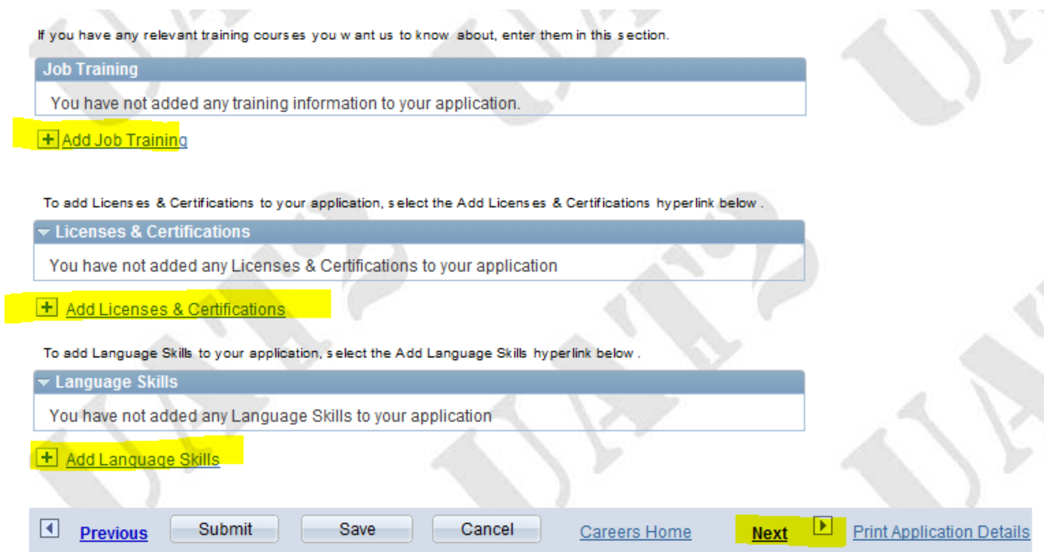
4) When you are done adding information to the Education & Experience section, click ***Next**.*

<u>Complete Application: Additional Info.</u>

1) If you would like to indicate Veterans' Preference Status, read the top section of this page and select/enter the appropriate information in the highlighted fields. If you are NOT indicating Veterans' Preference, skip this section and scroll down the page.

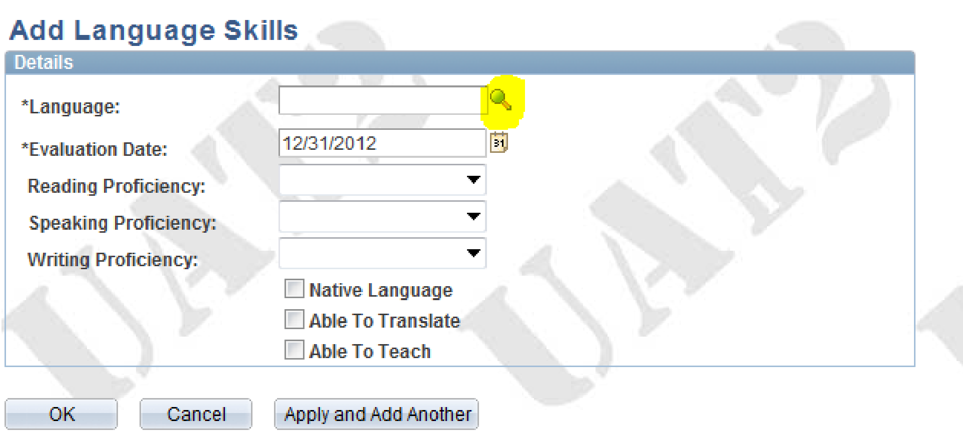


2) To indicate job training or courses you have completed, click *Add Job Training.*
3) To indicate professional licenses or certifications, click *Add Licenses & Certifications.*
4) To indicate language skills, click *Add Language Skills.*



<u>Important Tip!</u>

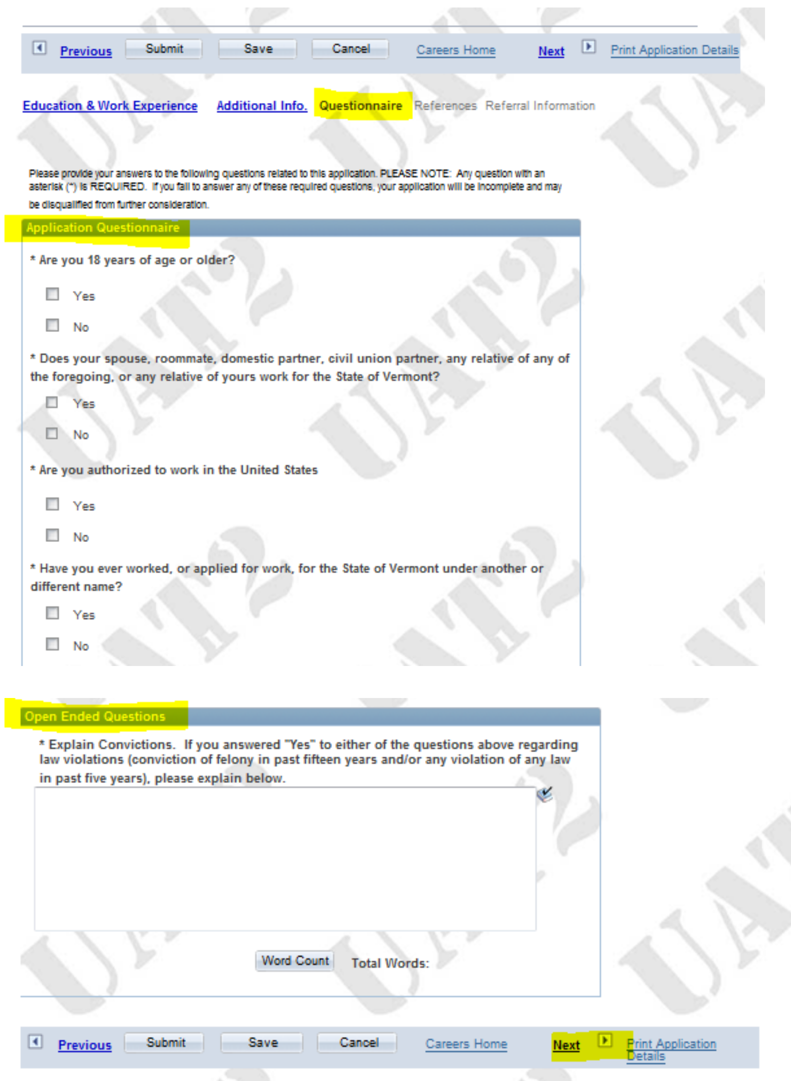
- On both the Licenses & Certification page and the Language Skills page, you must click on the magnifying glass to search for your selection.
- Click *OK* or Apply and *Add Another*.



5) When you are done adding information to the Additional Info section, click ***Next**.*

Complete Application: Questionnaire

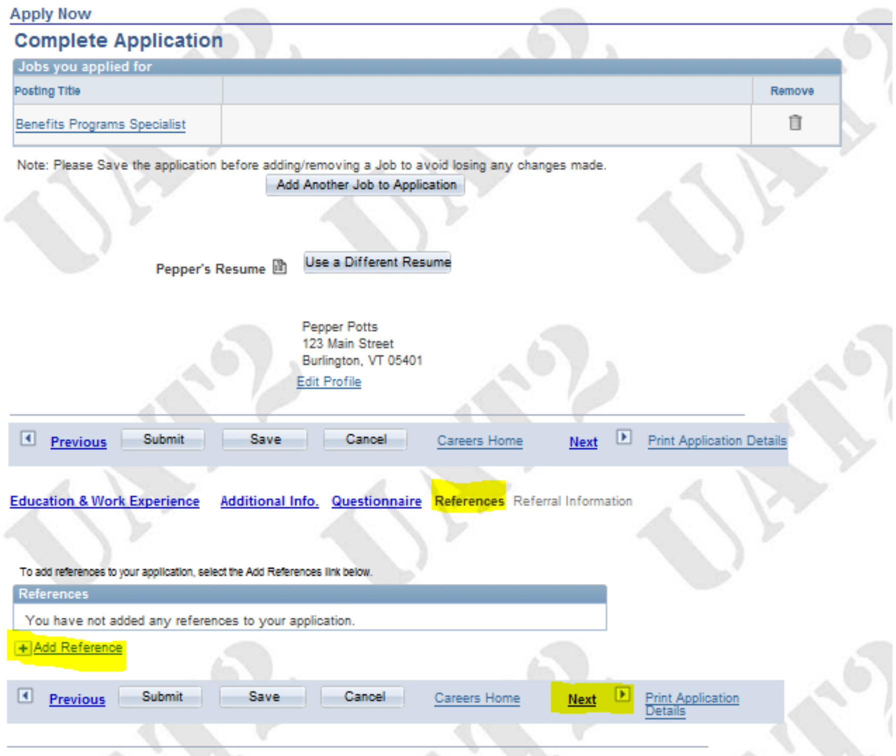
1) It is CRITICAL for applicants to answer all questions on the Questionnaire page. SCROLL the entire page to confirm you have answered all of the questions accurately. If you fail to complete this page and answer all questions, your application will be incomplete and may be disqualified from further consideration.
    - Some jobs may ask you to provide a written short answer response. All open-ended questions are at the bottom of the page.

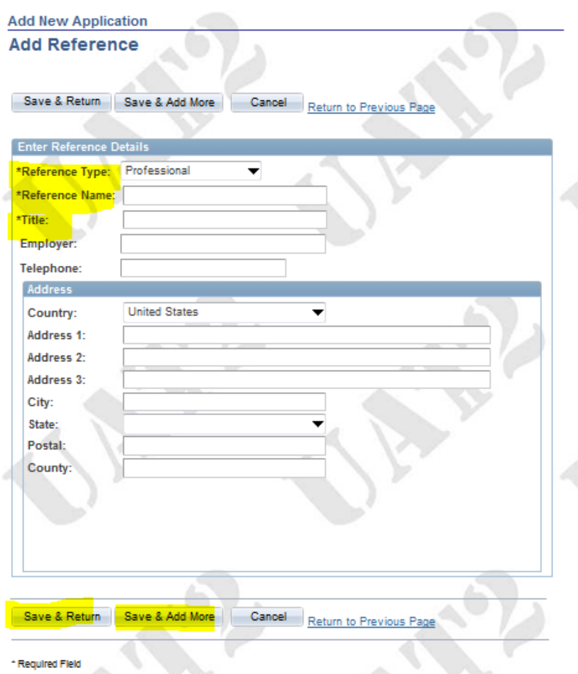


2) Check to be sure you answered all questions. Click ***Next***.

<u>Complete Application: References</u>

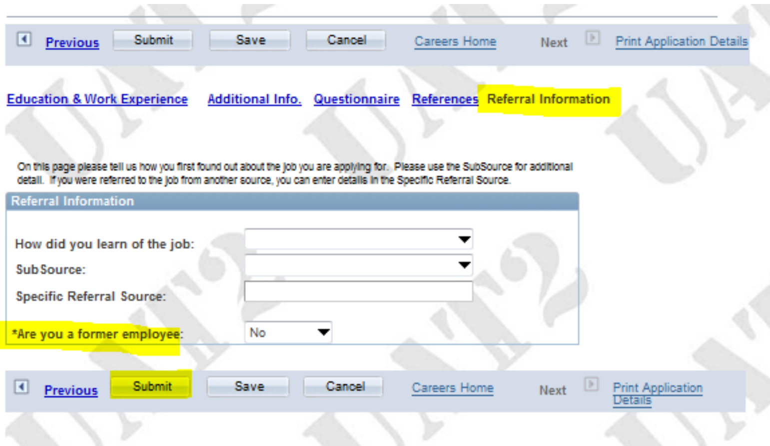
1) Click *Add Reference*.
2) Enter information for your references. Click *Save & Return* or *Save & Add More.*
3) When done with the References page, click *Next*.





Complete Application: Referral Information

1) Tell us how you learned about this job opening by selecting options from the dropdown menu.
2) Indicate whether or not you were previously employed with the State of Vermont.
3) This is the final full page of the online application. To proceed to the Submit Online Application page, click *Submit*.

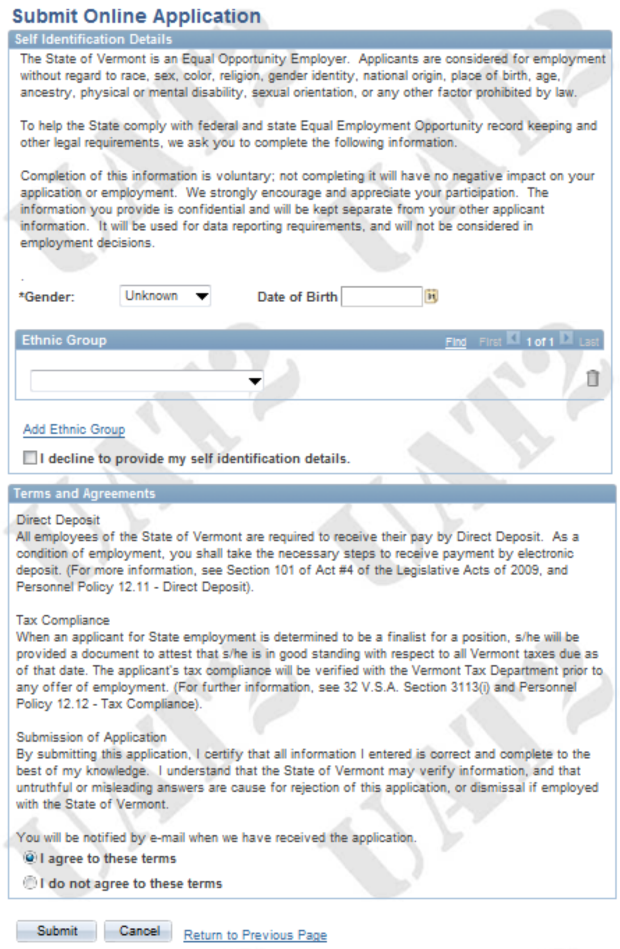


Submit Online Application

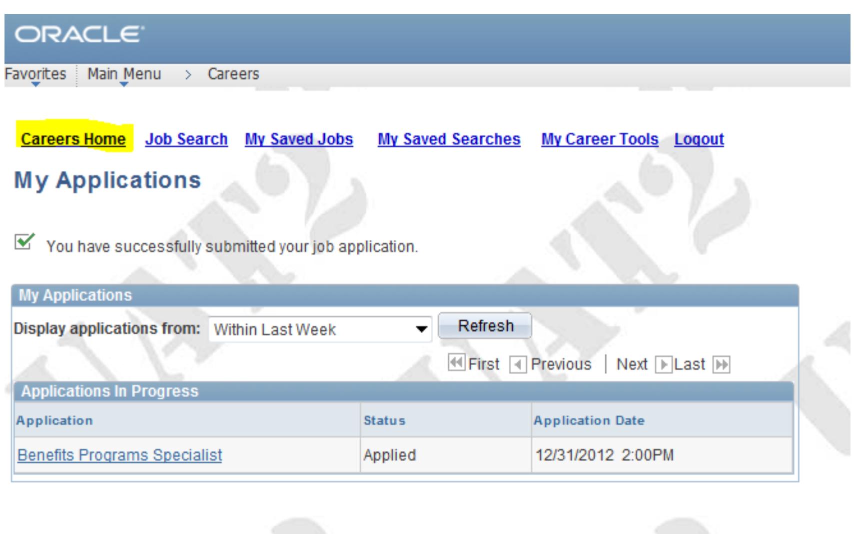
1) Complete Identification Details section. This section is OPTIONAL. Any information provided will NOT be seen by the hiring manager/supervisor. This information is for reporting purposes only.

2) Review the Terms and Agreements. Select I agree to these terms.

3) Click Submit. ***You will not be able to edit your application once you click submit!***



Congratulations! You have successfully submitted your application.
Click on *Careers Home* to return to your personal Career Home page.



You can review your applications by logging into the Careers Home page and clicking on the Accepted/Unaccepted Applications link in the My Careers Tools section.

When looking at your job application status, Unaccepted means you started an application for a particular job opening, but did not finish the application process. *Accepted* is simply the confirmation that your application was submitted for a particular job. This is not confirmation that your application is complete or that you meet the minimum qualifications for the job, just that you clicked "Submit".

There is a record of all applications that you initiate. Your Career Tools will show the following statuses of your application:

- *Not Submitted* or *Not Applied* means that you started and saved an application, but did not submit the application.
- *Failed Pr* means that you started to apply for a job, but did not meet the prescreening requirements to be eligible to continue with the application.
- *Applied* means that you submitted your application.

The status of your application is not changed once you have applied. The review of your application will involve 2 steps:

1. The Recruitment Services Office will screen your application to determine if you meet the minimum qualifications.
    a. If you do not meet the minimum qualifications, you will receive an email from Recruitment Services notifying you of this result.
    b. If you do meet the minimum qualifications, your application will be forwarded (routed) to the hiring manager.
2. The Hiring Manager will review all applications that are forwarded and decide who to interview. The Hiring Manager is responsible for all follow up communications to applicants who have been forwarded for consideration. The Hiring Manager is expected to send an email to notify applicants if they have not been selected for an interview.

Create a Job Opening (Field HR)

Posting Description Template

Classified/Competitive Jobs

Job postings in VTHR will be more concise, user friendly and visually appealing. Each Job Opening will have at least **five** sections:

Section 1: General Information

Information includes job title, job opening number, eligible applicants, hiring manger and contact information. This section would also be used explain special circumstance – for example, Limited Service, Interim, shift/hours, etc. (This section was called '*Who May Apply'* in 8.8)

- ✓ Add the Job Title and Job Opening number in **bold.** (see example)
- ✓ Include an active e-mail link to contact the Hiring Manager/Hiring Contact.

Section 2: Overview or General Job Description

If the overview is a well written, detail description of the job, it can replace the standard General Job Description. Using an Overview instead of the General Job Description is strongly encouraged.

- ✓ Include an active link to the Job Specification page on the DHR Website.

Section 3: Minimum Qualification

Only the Education & Experience section will be featured. If applicants wish to read all KSA's, they can follow the link to the full job specification.

Section 4: Submission of Application

- ✓ This is a new section, added for legal reasons. The 'Visible' setting should be *Internal Only*.

Section 5: EEO Statement

Additional Sections to Include

Preferred Qualifications

If a Hiring Manager wants a Candidate List with points, the job opening must have preferred qualifications. This should be a short, 'to the point' list, four or five items at most.

- ✓ Use the bullet feature to list preferred qualifications.

Commercial Drivers License

Include this posting description is a job requires a Commercial Drivers License.

Job Posting Sample

[Job information in the header will default from VTHR]

General Information

This position, (**Financial Specialist I, Job Opening #612818**), is open to all State employees and external applicants.

If you would like more information about this position, please contact Jim Smith at jim.smith@state.vt.us.

Resumes will not be accepted via e-mail. You must apply online to be considered.

Overview

The Department of Labor's administrative team is seeking an experienced financial professional to complete technical work in the maintenance of accounting and financial records. Work may involve performing a variety of routine accounting and bookkeeping tasks for smaller or limited fiscal programs, participating in the work of a unit within a centralized accounting operation, or acting as an assistant to a professional accountant involved in the supervision of a phase of a large fiscal operation. Duties are performed under the general supervision of an administrative supervisor.

To read the full job specification for this position, please visit the DHR Job Specifications page.

Preferred Qualifications

- Experience using pivot tables in Microsoft Excel.
- Associate's degree or higher.
- Supervisory experience.
- Excellent customer service skills.

Minimum Qualifications

EDUCATION AND EXPERIENCE:

Education: High school graduation or equivalent, and
Experience: One year of experience in accounting, bookkeeping or clerical work involving accounting or financial records

OR

One year of college level study in accounting, business administration or a related field. One year of full-time study is defined as 30 semester hours or 45 quarter hours

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Submission of Application

Should you submit an application for this job opening, you certify that all information entered is correct and complete to the best of your knowledge. By submitting an application, you acknowledge and understand that the State of Vermont may verify information, and that untruthful or misleading answers are cause for rejection of this application, and/or dismissal if employed with the State of Vermont.

Equal Employment Opportunity

The State of Vermont is an Equal Opportunity Employer. Applications from women, individuals with disabilities, veterans, and people from diverse cultural backgrounds are encouraged.

Other Job Families

While most jobs will be posted using the Classified/Competitive Job Family template, there are three other templates available: **Exempt**, **Temporary**, and **Internship.**

Non-Classified/Exempt

- General Job Information
- Overview
- Preferred Qualifications
- Submission of Application
- EEO Statement

Temporary

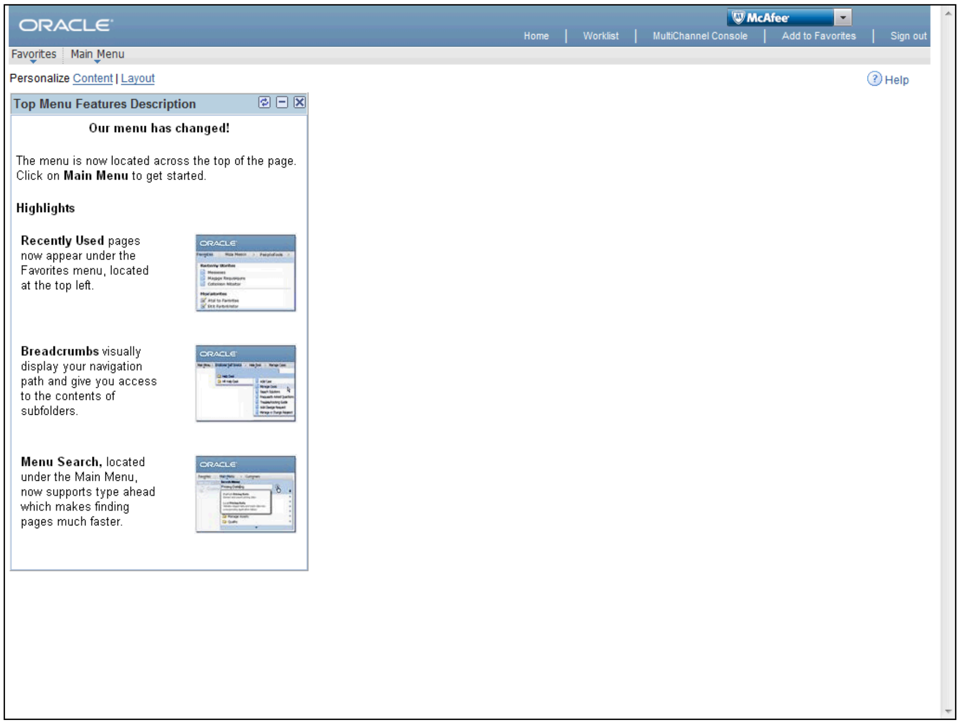
- General Job Information
- Overview or General Job Description
- Minimum Qualifications
- Preferred Qualifications
- Submission of Application
- EEO Statement

Internship

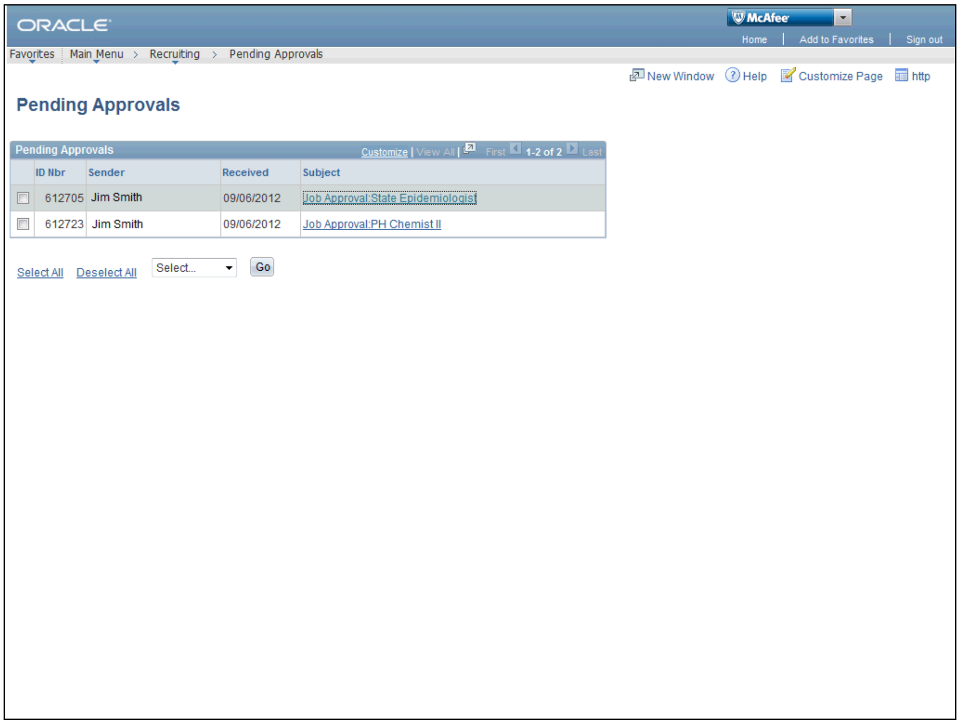
- General Job Information
- Overview
- Preferred Qualifications
- EEO Statement

Recruitment_Create Job Opening pt.3 - Field HR

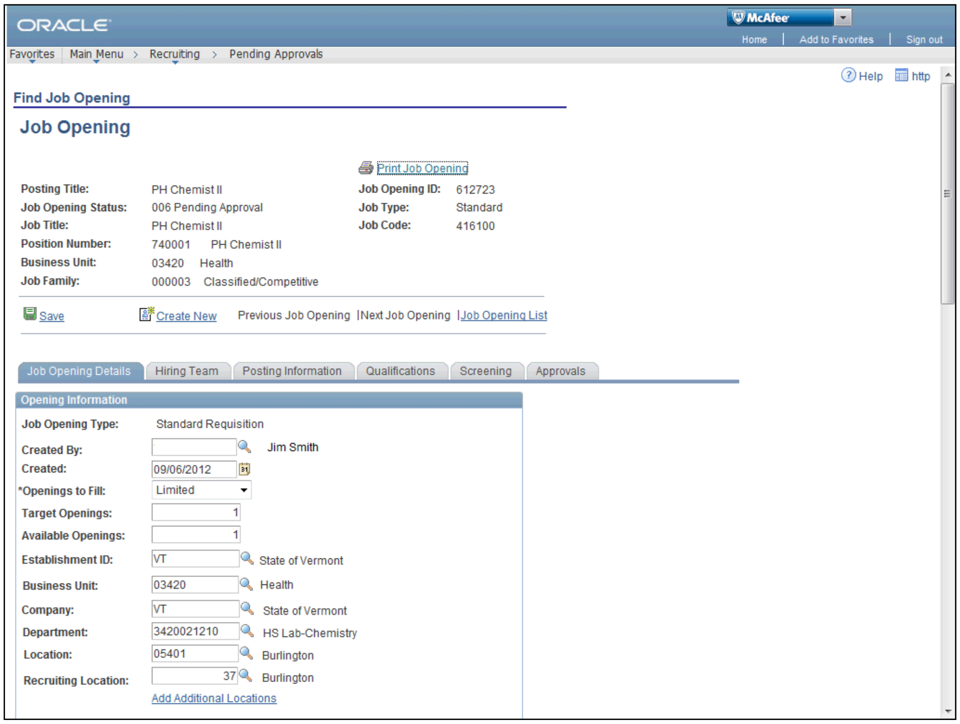
Procedure

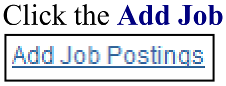


Step	Action
1.	Click the **Main Menu** button. Main Menu
2.	Click the **Recruiting** menu. Recruiting
3.	Click the **Pending Approvals** menu. Pending Approvals

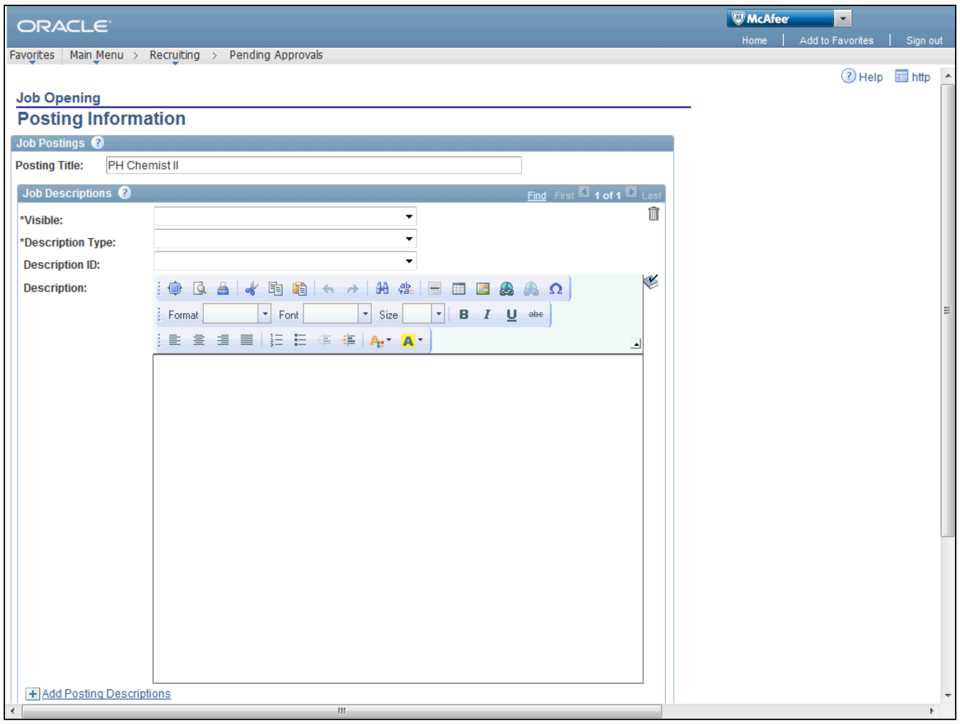


Step	Action
4.	Select the Job Opening that needs approval. For this example: Click the **612705** option. 
5.	Click the **Job Approval:PH Chemist II** link. 

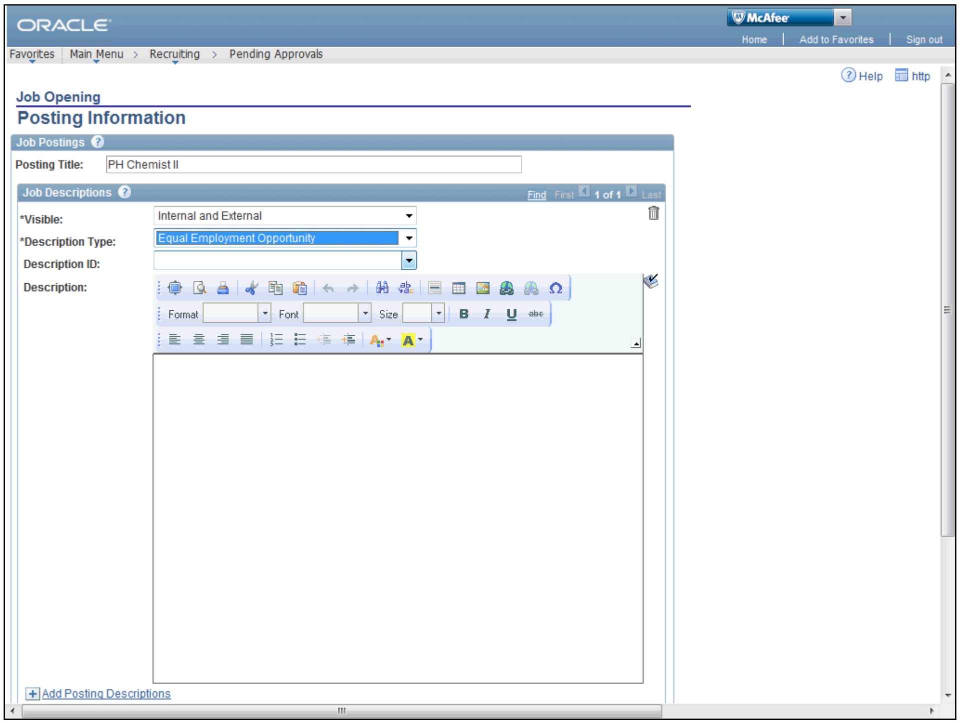


Step	Action
6.	Click the **Posting Information** link. 
7.	Click the **Job Postings** link. 
8.	**...OR** If a Job Title does not appear under the Job Postings section, click the Add Job Postings link. Do not add another job posting if one has already been created! Click the **Add Job Postings** link. 
9.	If the Hiring Manager provided information by adding an "Other" section, it will appear in the first box. To "build" a job posting, you need to add job description boxes. The order in which you add boxes does not matter -- sections will appear in the correct order on the actual job posting.

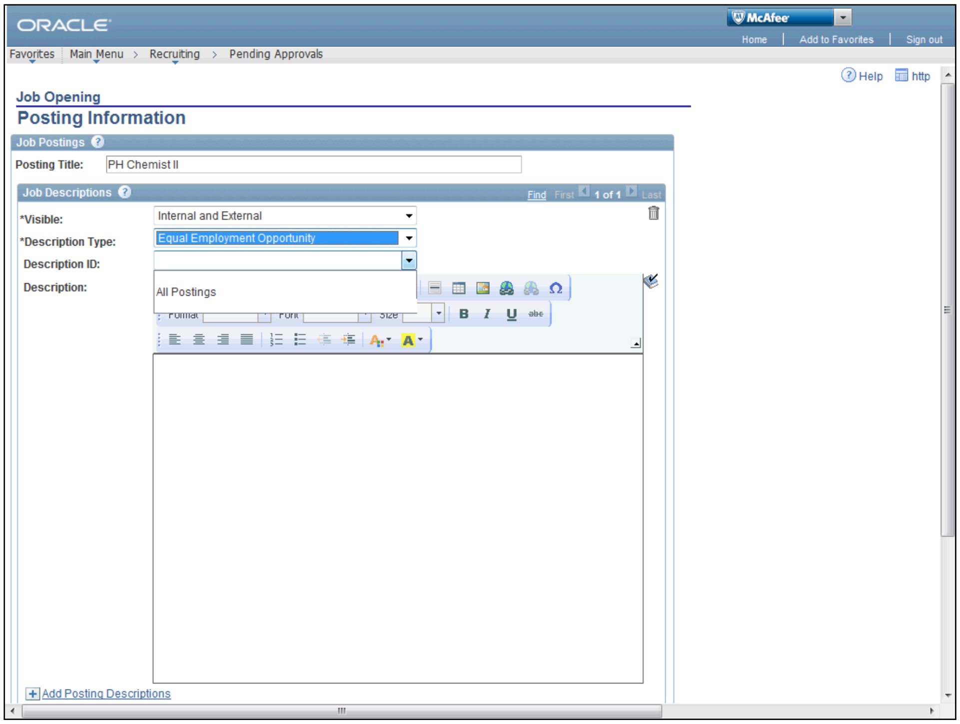
Step	Action
10.	This UPK will demonstrate how to build different types of posting descriptions. To build an actual job posting, you should follow the "**Create a Job Opening: Posting Description Template**" guide to make sure you have included all the necessary sections.
11.	First, we will demonstrate how to add a basic section. We will use EEO for our example.



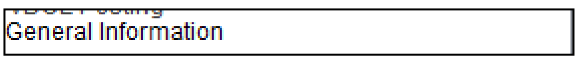
Step	Action
12.	Click the **Visible** list. 
13.	Click the **Internal and External** list item. 
14.	Click the **Description Type** list. 
15.	Click the **Equal Employment Opportunity** list item. 

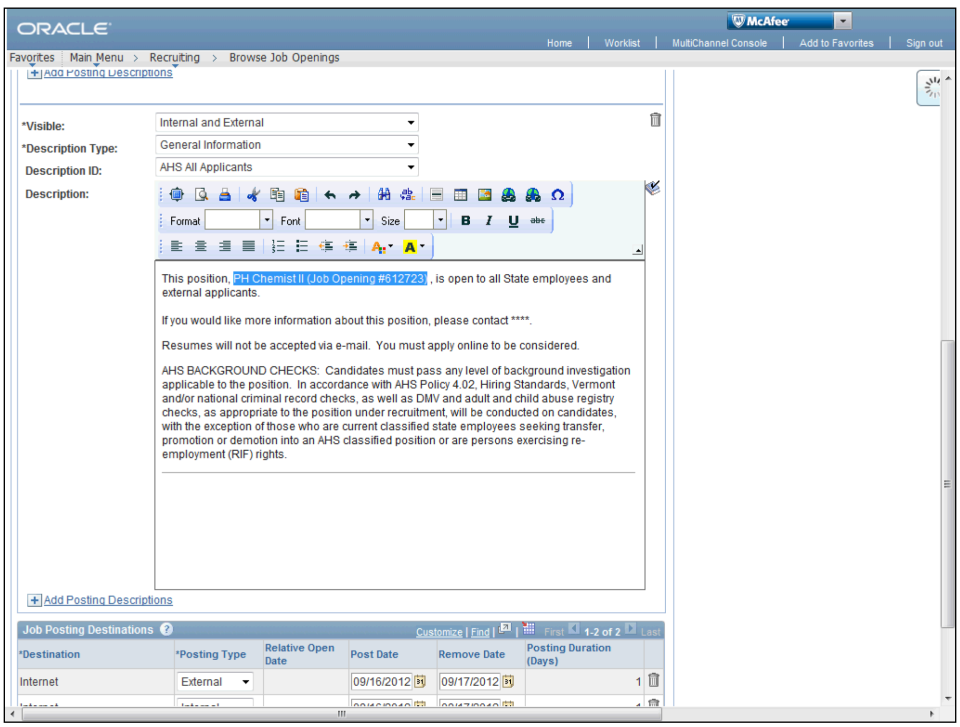


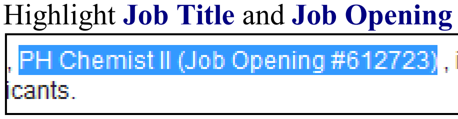
Step	Action
16.	Click the **Description ID** list: 

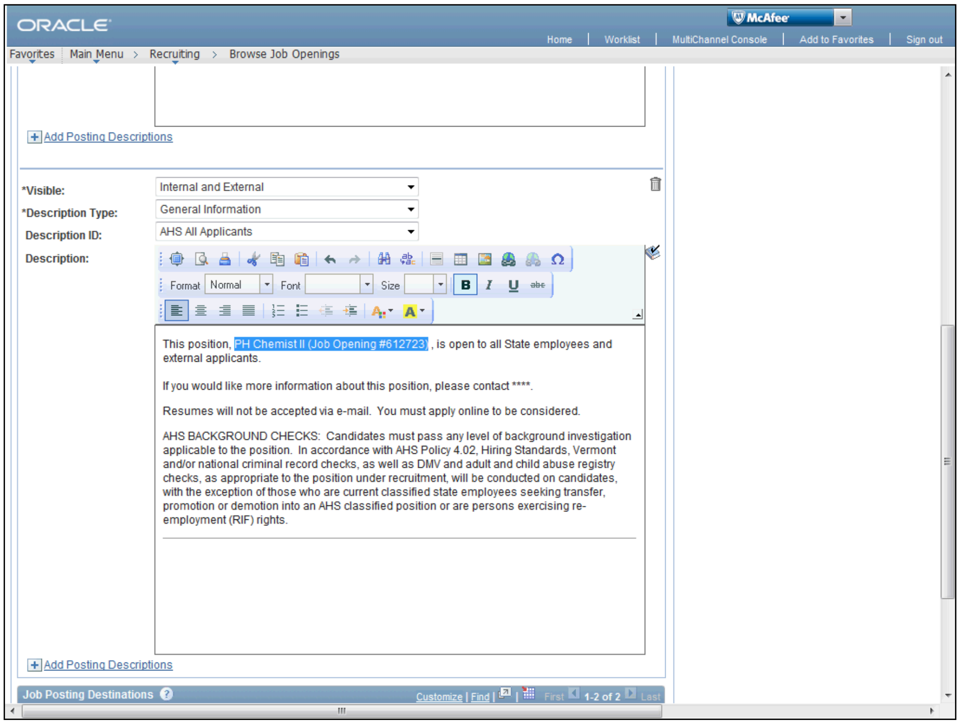


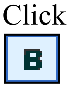
Step	Action
17.	Click the **All Postings** list item. All Postings
18.	Move down to continue. Click the **Scrollbar**.
19.	Next, we will demonstrate how to build the General Information section. This section contains special formatting and e-mail links.
20.	Click the **Add Posting Descriptions.** Add Posting Descriptions
21.	Click the **Visible** list.
22.	Click the **Internal and External** list item. Internal and External
23.	Click the **Description Type** list.

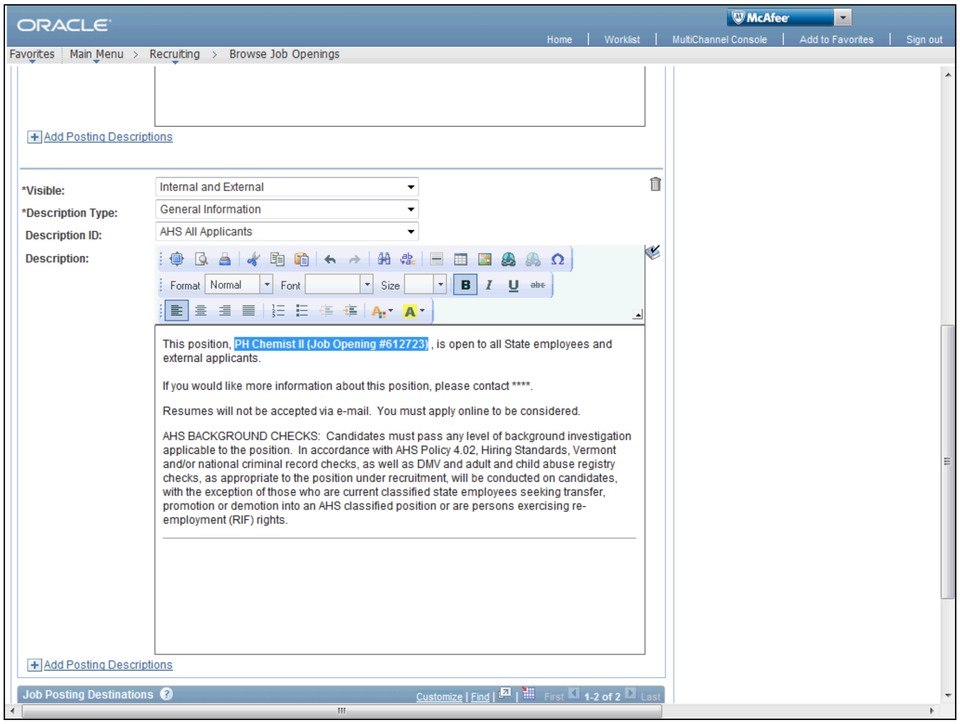
Step	Action
24.	Click the **General Information** list item. 
25.	Click the **Description ID** list. 
26.	Click the **AHS All Applicants** list item. 
27.	Once you select the Description ID, text will automatically appear. Click in the textbox and manually add the **Job Title** and the **Job Opening Number**.

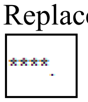
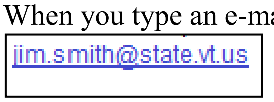


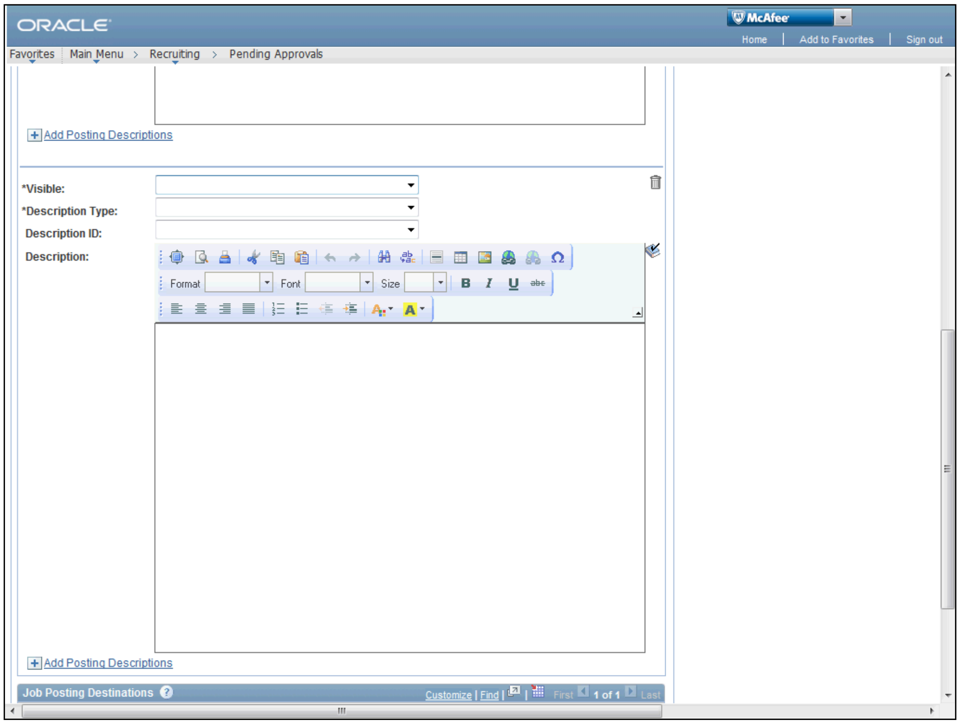
Step	Action
28.	Highlight **Job Title** and **Job Opening Number** text. 

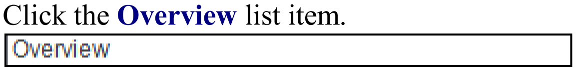


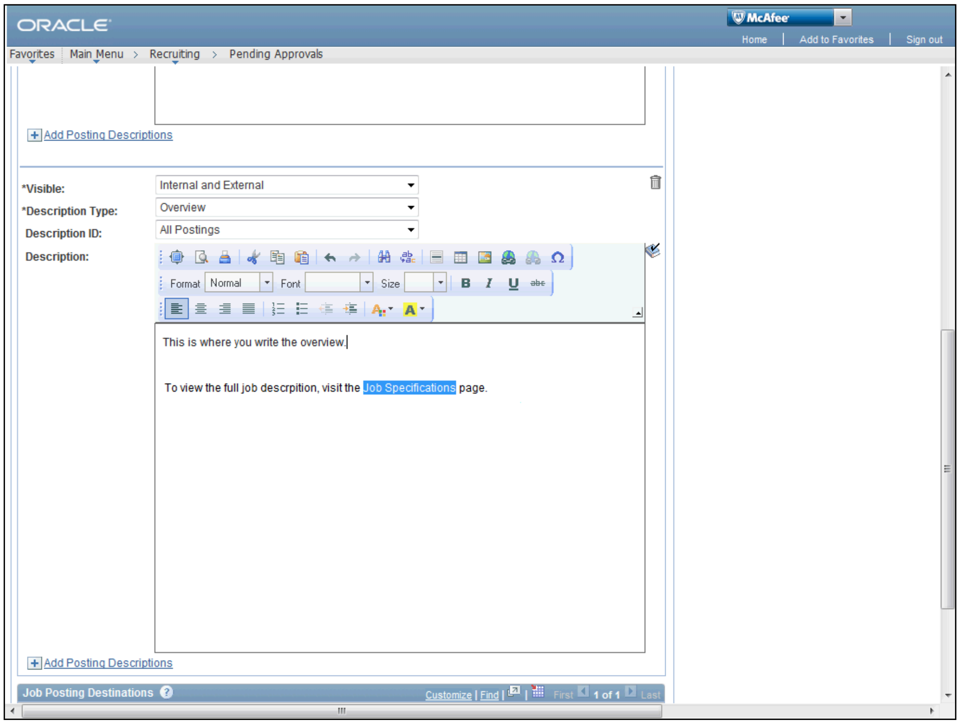
Step	Action
29.	Click the **Bold** link. 

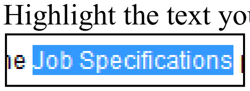


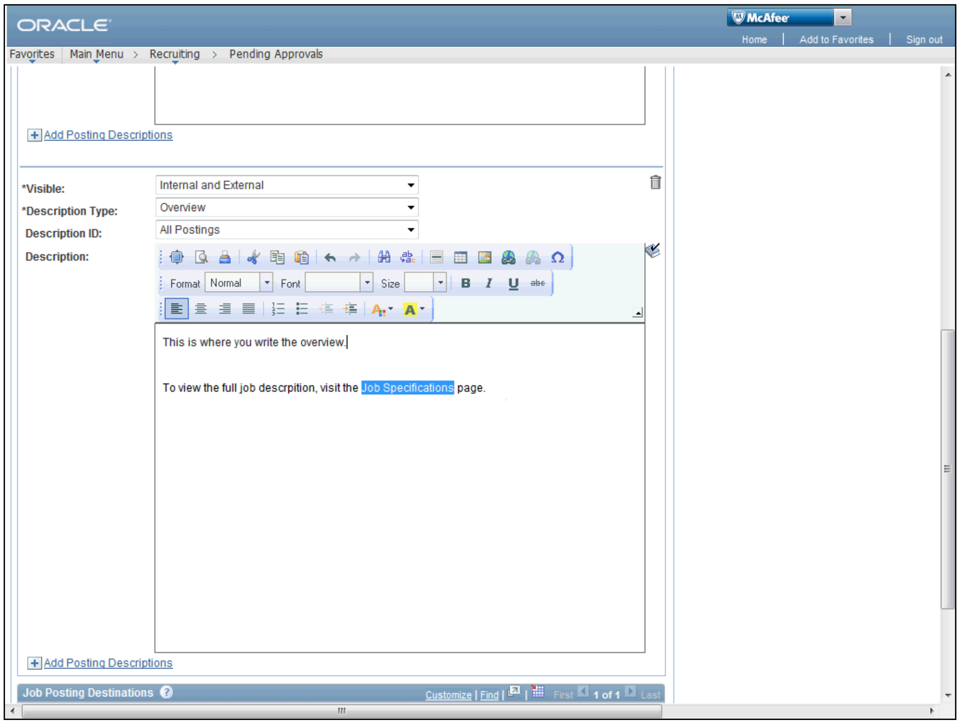
Step	Action
30.	Replace the "***" characters with the Hiring Manager's name and contact information. 
31.	When you type an e-mail address, it will automatically change to an e-mail link. 
32.	Click **Add Posting Descriptions.** 
33.	Next, we will demonstrate how to build the Overview section. All job posting should include an Overview or General Job Description. In this section, be sure to include a link to the DHR Job Specification page.



Step	Action
34.	Click the **Visible** list. 
35.	Click the **Internal and External** list item. 
36.	Click the **Description Type** list. 
37.	Click the **Overview** list item. 
38.	Click the **Description ID** list. 
39.	Click the **All Postings** list item. 
40.	This screen is where you would write the Overview.

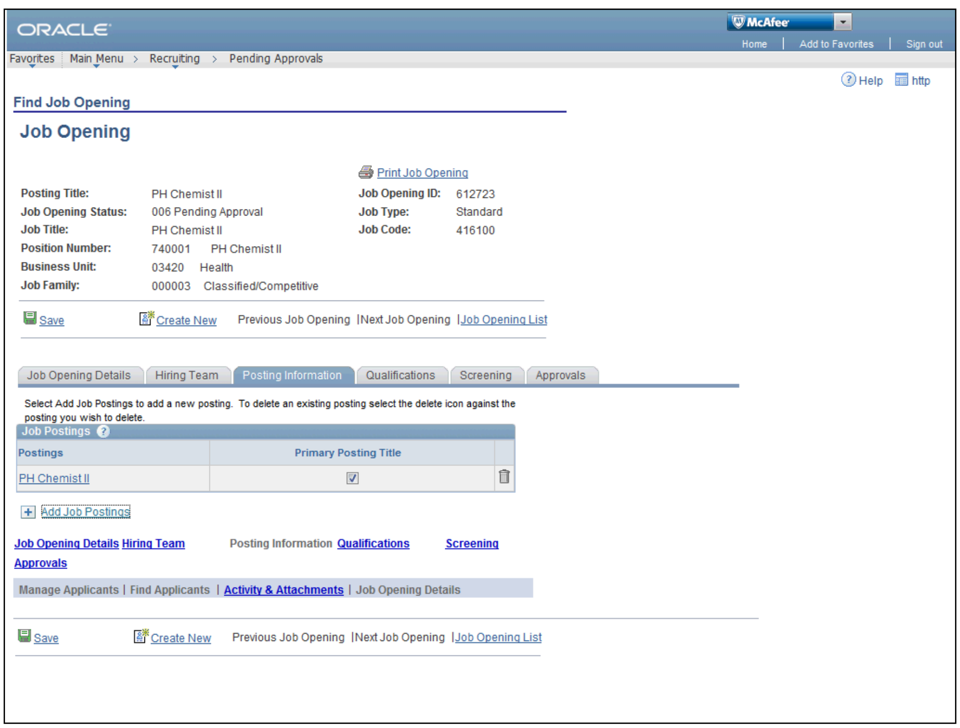


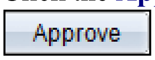
Step	Action
41.	Create a link to the full job specification. Highlight the text you want to appear as the link. 



Step	Action
42.	Click the **Link** link. 
43.	Click in the **URL** field. 
44.	Copy and paste the URL from the *<u>specific</u>* Job Specification page For this example, we will just use: www.vermont.gov
45.	Click the **Target** link. 
46.	Click the **Target** list. 
47.	Click the **New Window (_blank)** list item. 

Step	Action
48.	Click the **OK** link. 
49.	The job posting now contains an active link to an external Web page.
50.	Continue building the job opening by clicking **Add Posting Descriptions** for each section of the job posting. Please review the *Create Job Posting - Posting Information Guide* for complete instructions and formatting guidelines.
51.	Move left to continue. Click the **Scrollbar**.
52.	Do not fill out the Posting Destinations section. Recruitment Services will complete this step.
53.	Click the **OK** button. 



Step	Action
54.	Click the **Approvals** link. 
55.	Only the person identified in the approval path should click the Approve button. If you see a dropdown menu instead of an Approve button, <u>do not</u> click All Approve. Clicking All Approve will terminate the approval path.
56.	If necessary, enter notes in the **Comments Text** section.
57.	Click the **Approve** button. 
58.	Click the **View/Hide Comments** link. 
59.	Click the **Home** link. 
60.	**End of Procedure.**

VTHR Recruitment Manual for Hiring Managers

Click [here] to access the Hiring Manager Manual **on the DHR Website**

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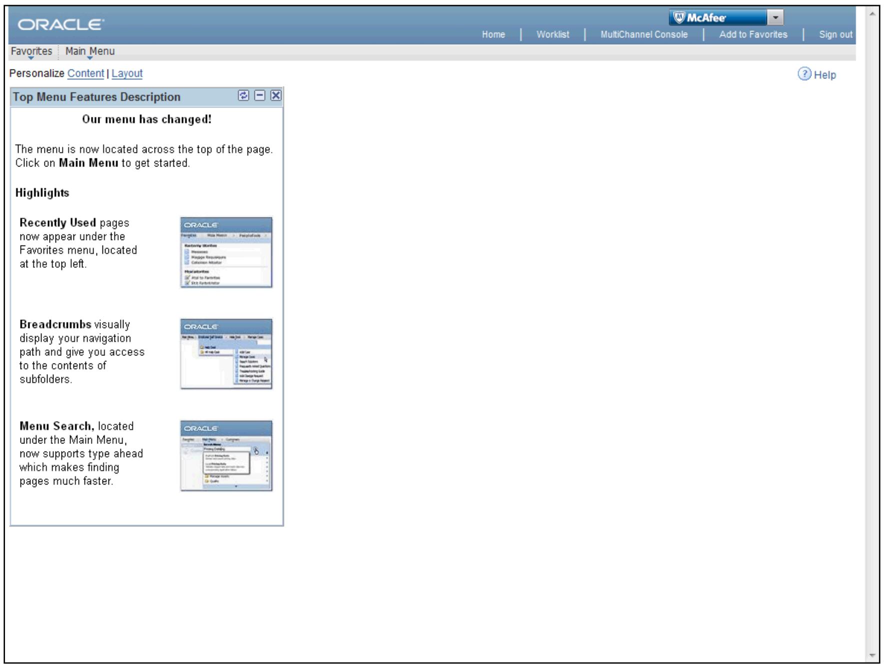
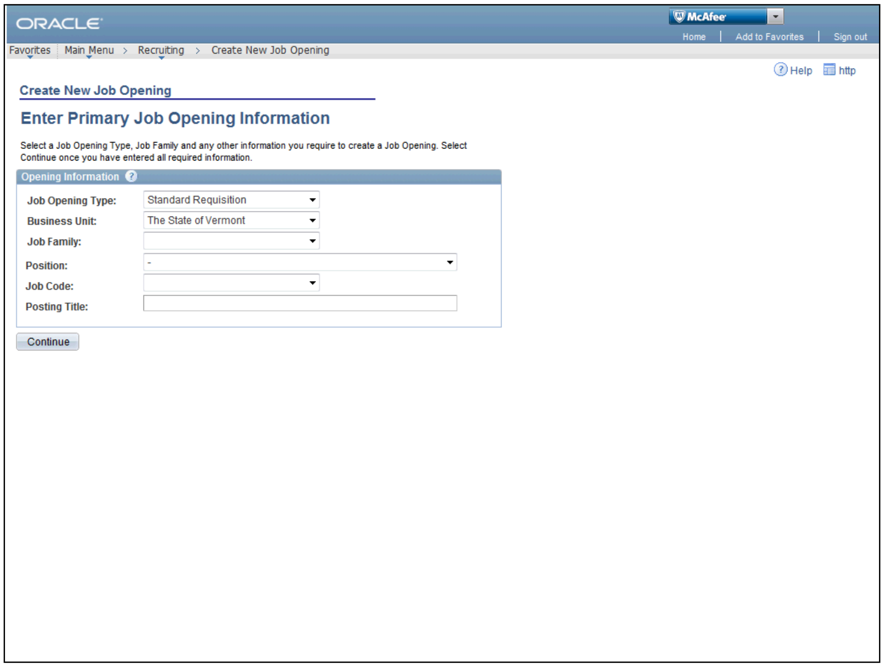
Hiring Manager Manual

Recruitment_Create Job Opening pt.1 - Hiring Manager

Procedure

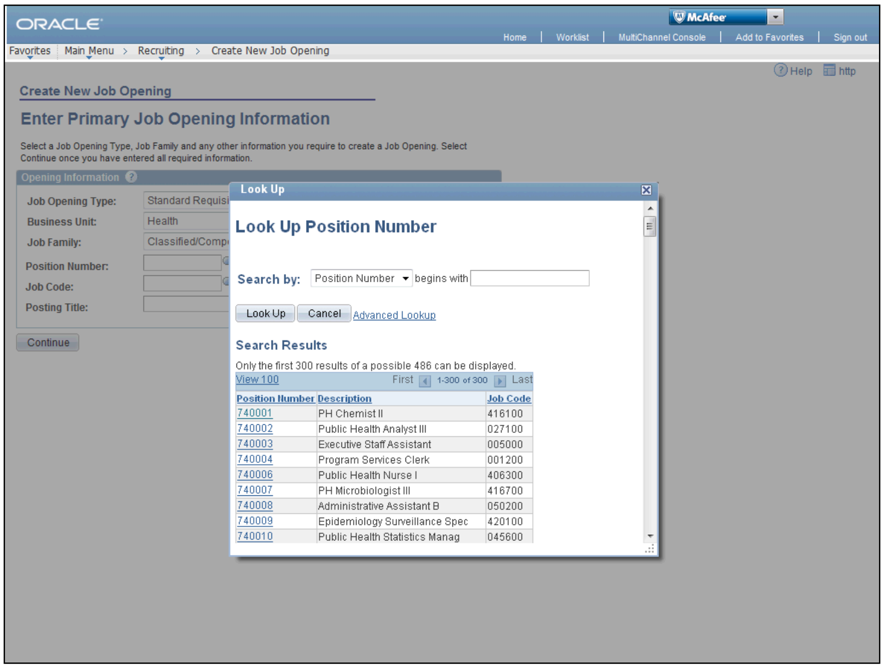


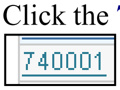
Step	Action
61.	Click the **Main Menu** button. Main Menu
62.	Click the **Recruiting** menu. Recruiting
63.	Click the **Create New Job Opening** menu. Create New Job Opening

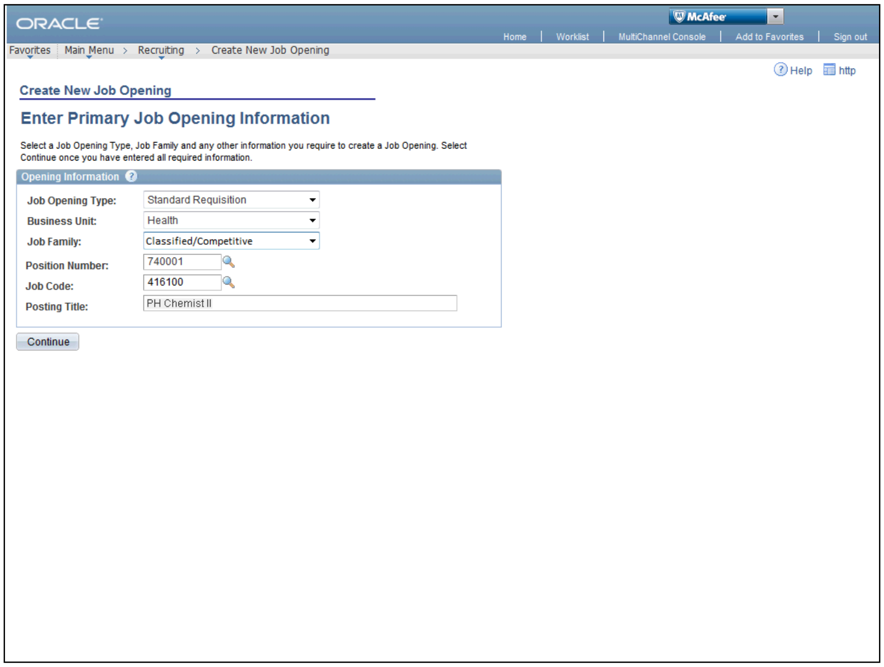


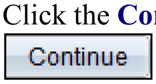
Step	Action
64.	Click the **Business Unit** list. The State of Vermont
65.	Select the correct Business Unit. For this example: Click the **Health** list item. Health
66.	Click the **Job Family** look up list.
67.	Select the desired job opening template, based on the type of position. For this example: Click the **Classified/Competitive** list item. Classified/Competitive

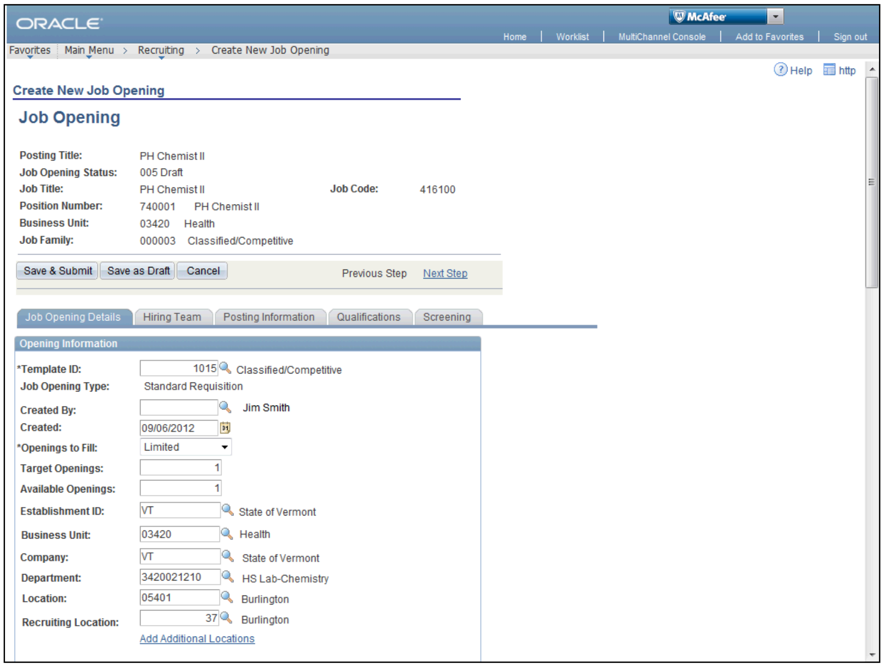
Step	Action
68.	Click the **Position Number** look up button. 



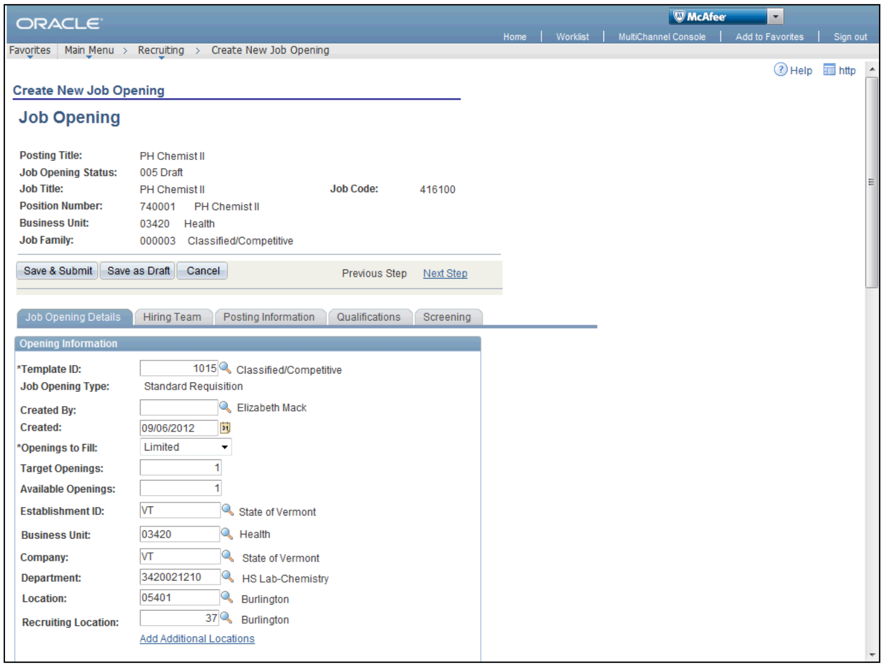
Step	Action
69.	Find the Position Number. You can also just type the Position Number. For this example: Click the **740001** link. 



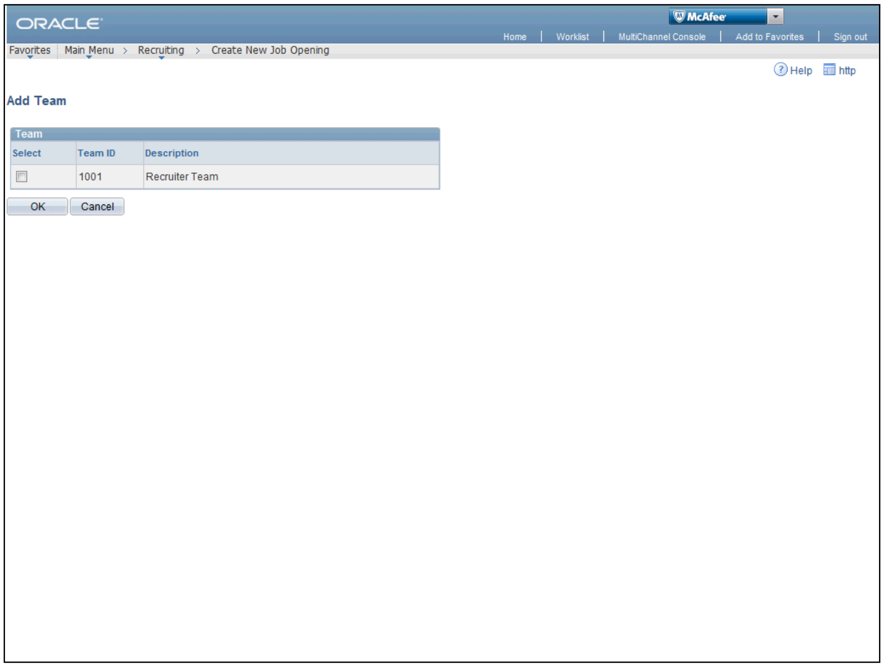
Step	Action
70.	Click the **Continue** button. 
71.	Most of the information about the position will populate automatically based on Position Number. Review Job Opening Details to ensure all information is correct.

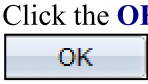


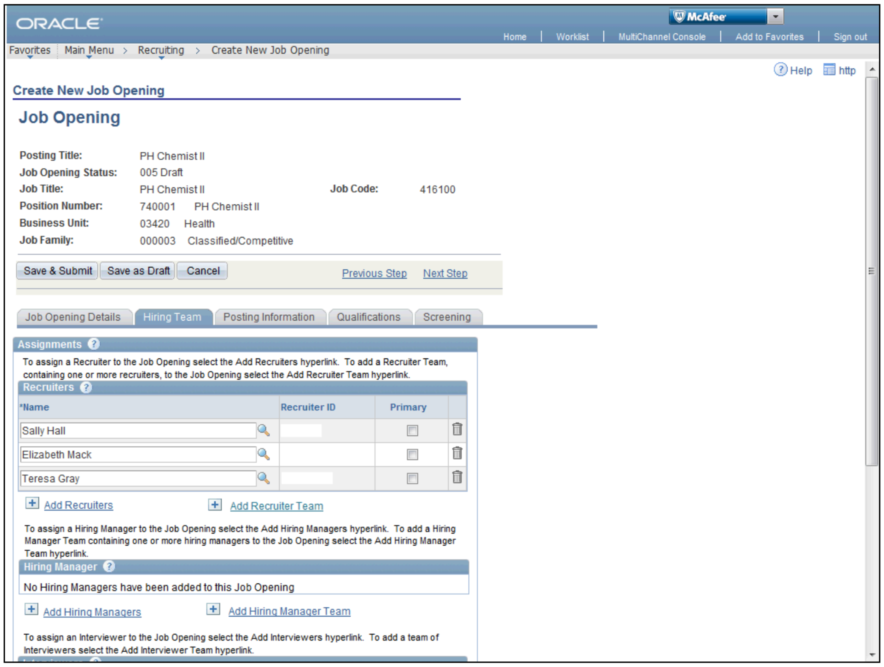
Step	Action
72.	Move down to continue. Click the **Scrollbar**.



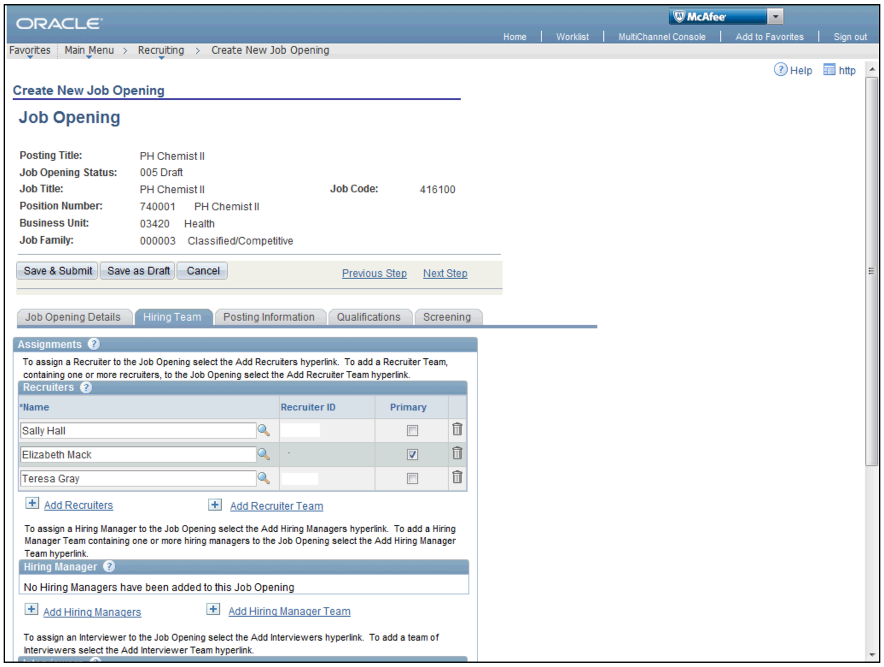
Step	Action
73.	Click the **Hiring Team** link. Hiring Team
74.	Click the **Add Recruiter Team** link. Add Recruiter Team



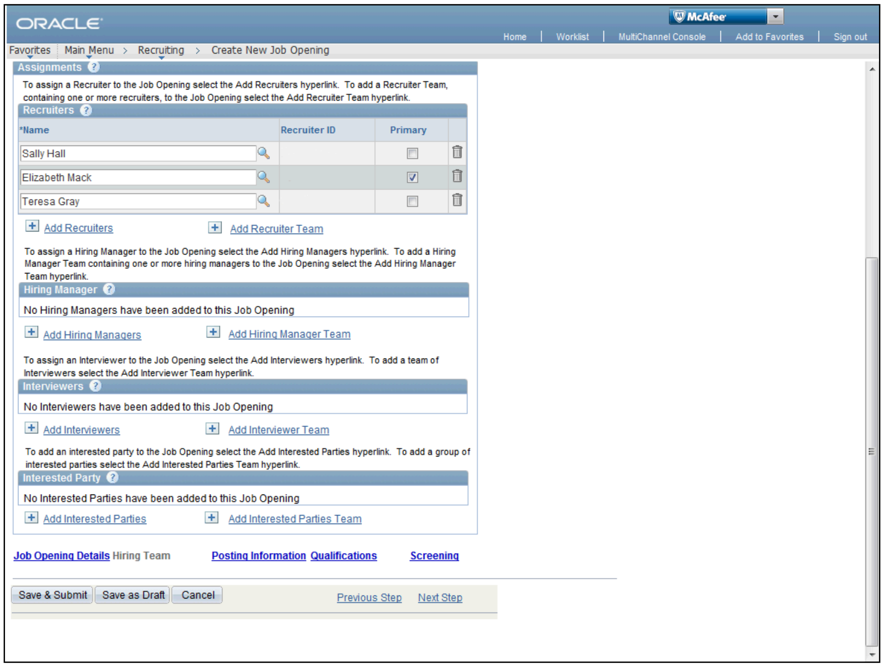
Step	Action
75.	Click the **Select** option. 
76.	Click the **OK** button. 

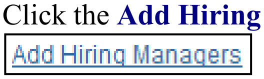


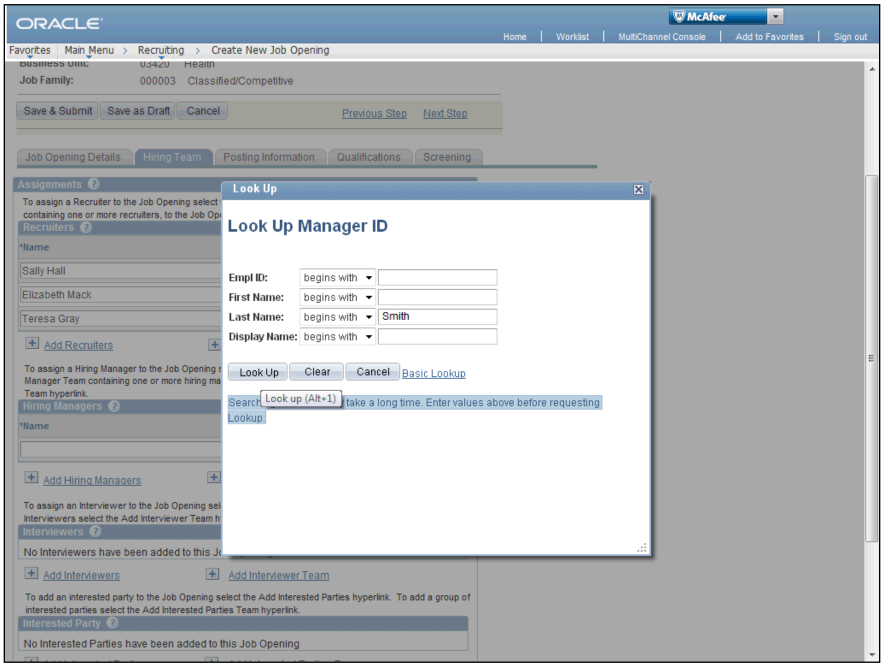
Step	Action
77.	Identify your Recruiter. Click the **Primary** option. 



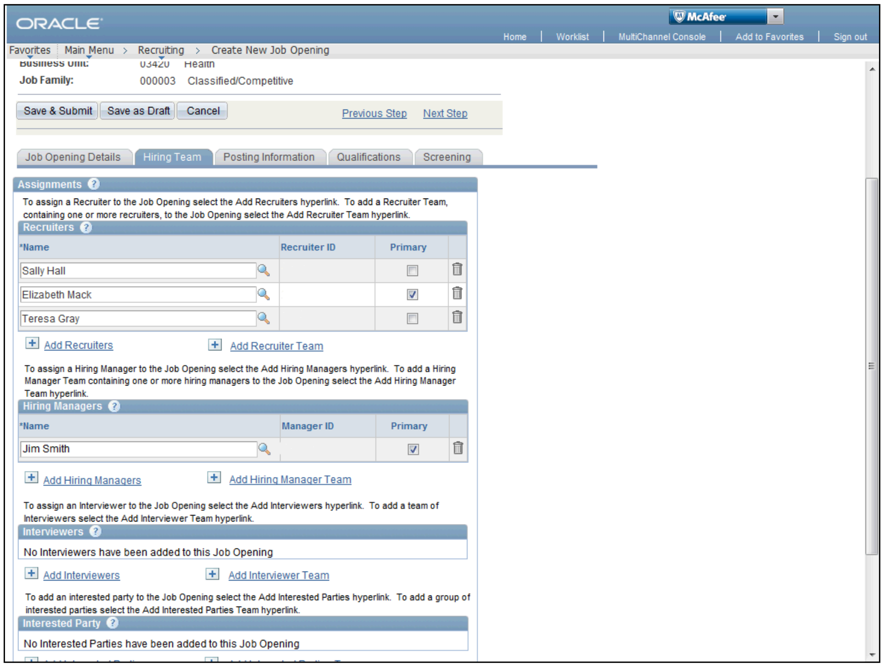
Step	Action
78.	Move down to continue. Click the **Scrollbar**.



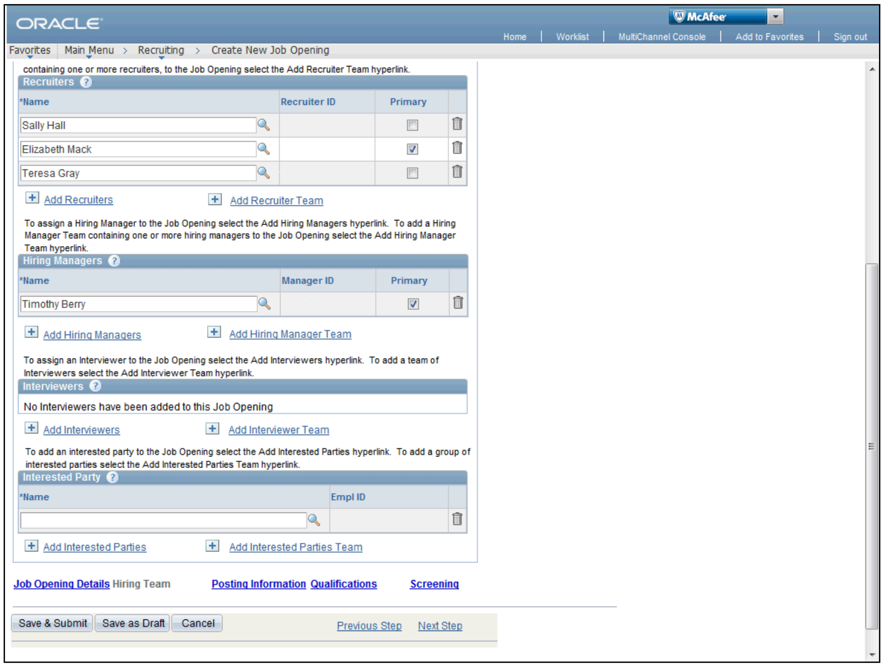
Step	Action
79.	Click the **Add Hiring Managers** link. 
80.	Click the **Hiring Managers** look up button. 



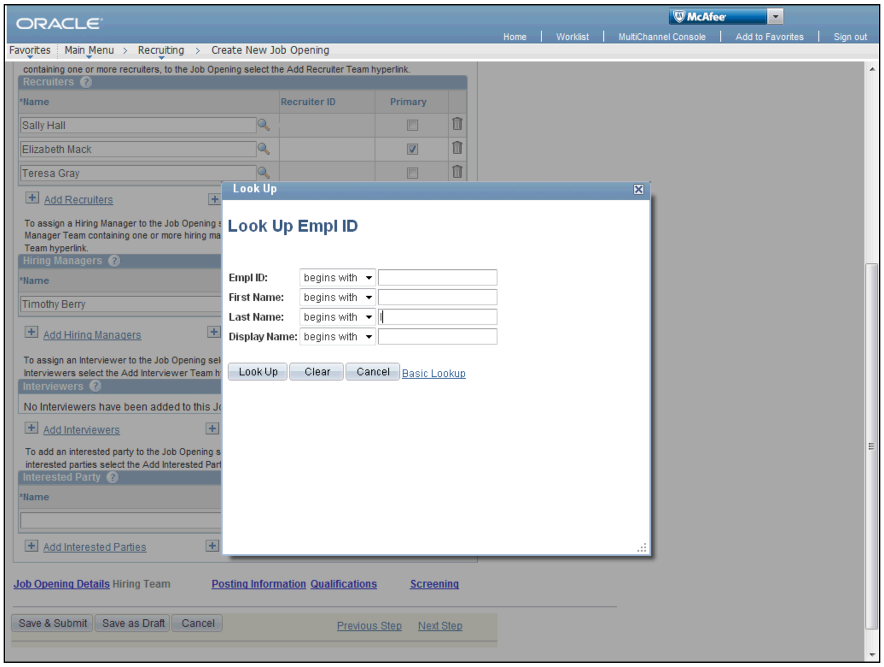
Step	Action
81.	Enter the Hiring Manager's Empl ID or Last Name. For this example: Click in the **Last Name** field. Smith
82.	Click the **Look Up** link. Look Up
83.	For this example: Click the **Jim Smith** link. Jim Smith Jim Smith

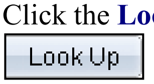
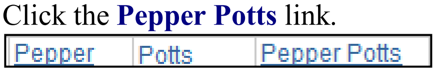


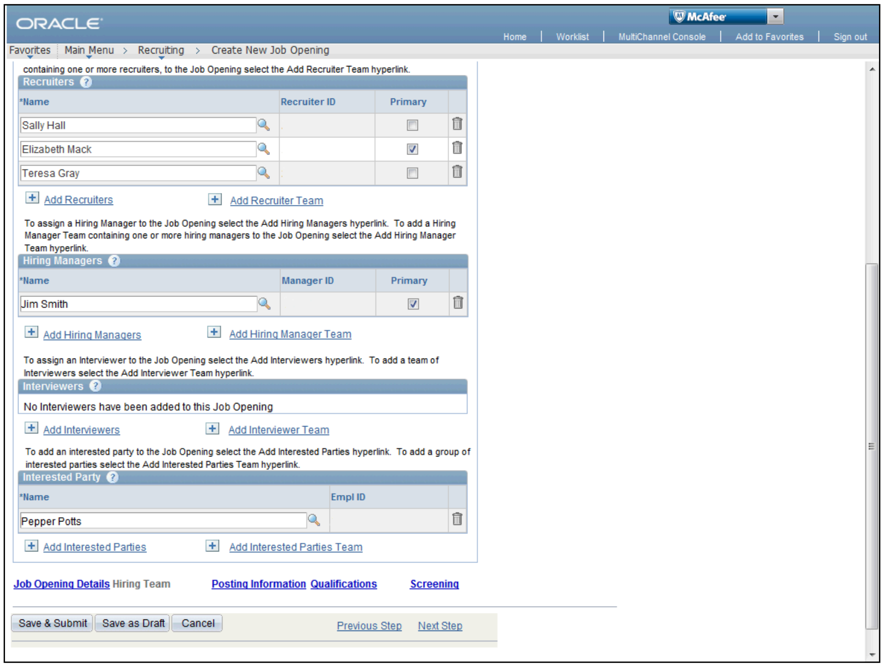
Step	Action
84.	Move down to continue. Click the **Scrollbar**.
85.	Click the **Add Interested Parties** link. Add Interested Parties



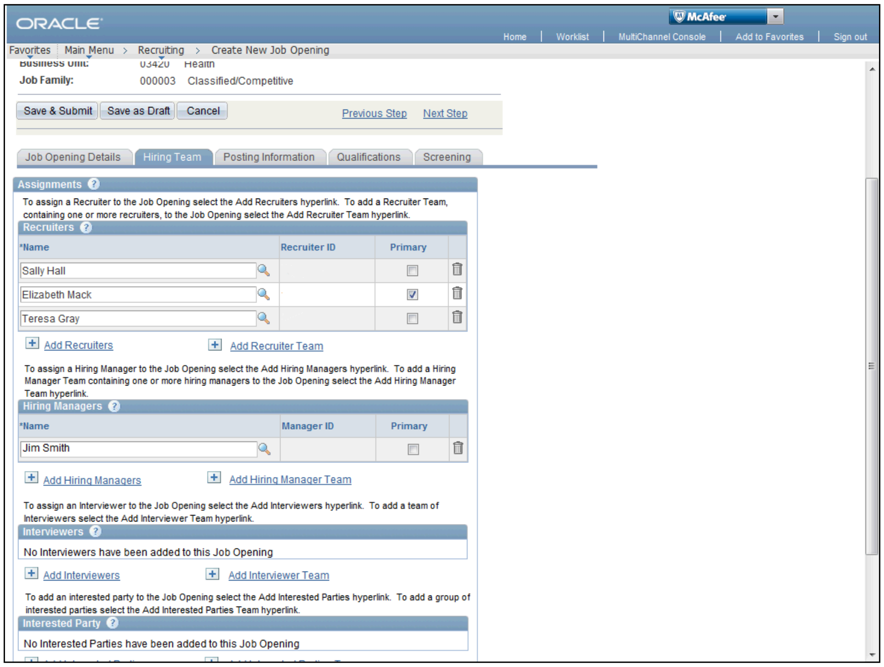
Step	Action
86.	Click the **Interested Party** look up button. 



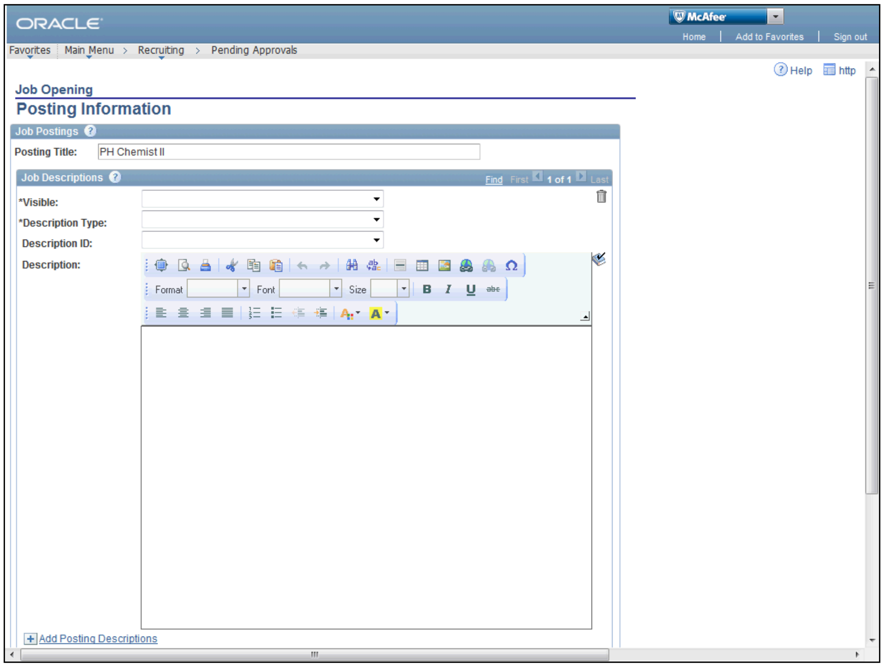
Step	Action
87.	Enter the desired information into the **Last Name** field. For this example: Enter "**potts**".
88.	Click the **Look Up** button. 
89.	Click the **Pepper Potts** link. 

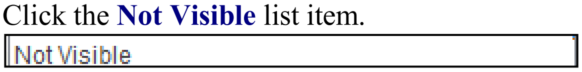
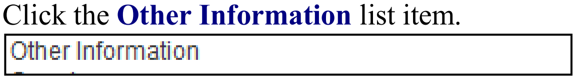


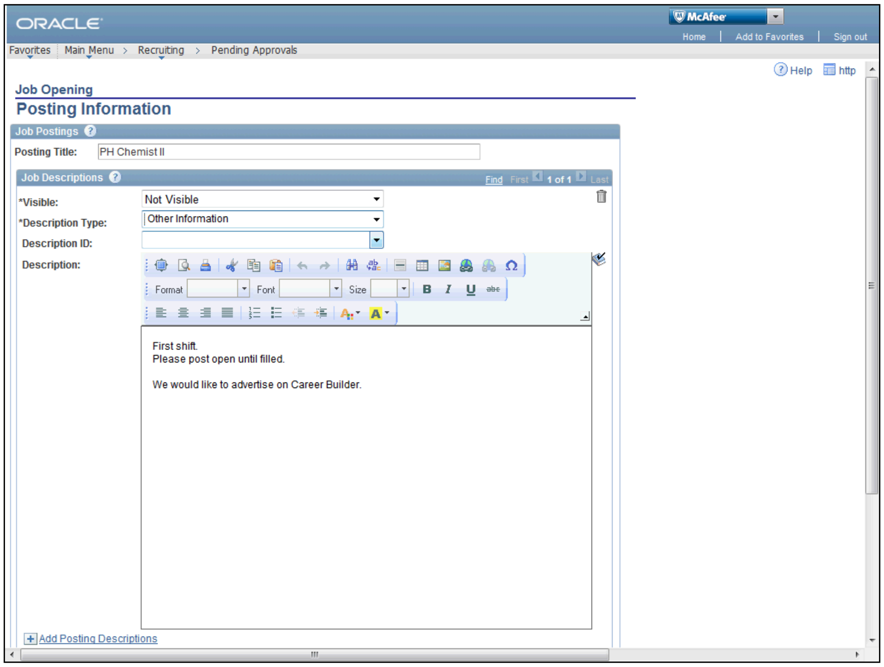
Step	Action
90.	Move to the top of the page. Click the **Scrollbar**.



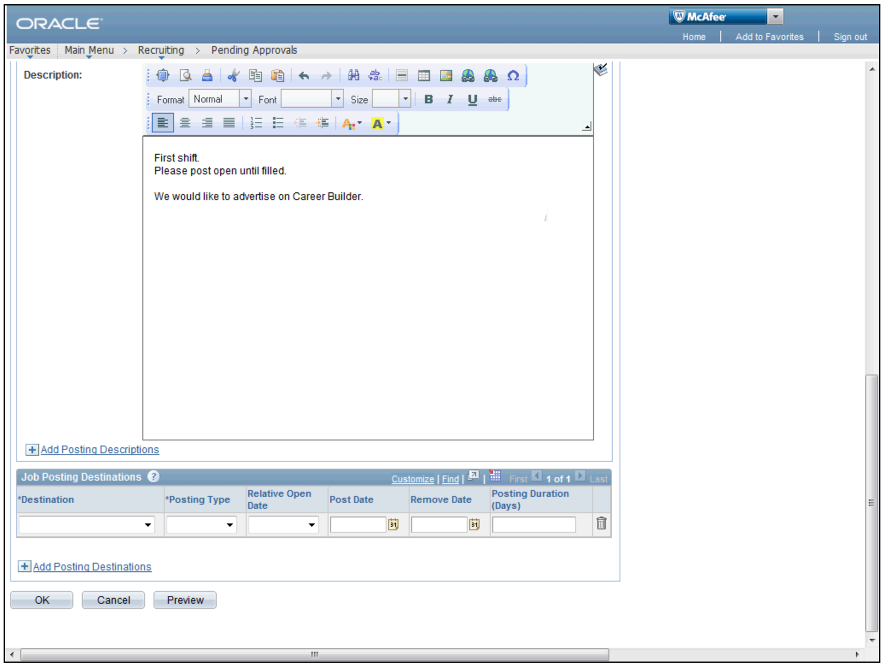
Step	Action
91.	Click the **Posting Information** tab. Posting Information
92.	Click the **Add Job Postings** link. Add Job Postings

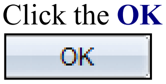


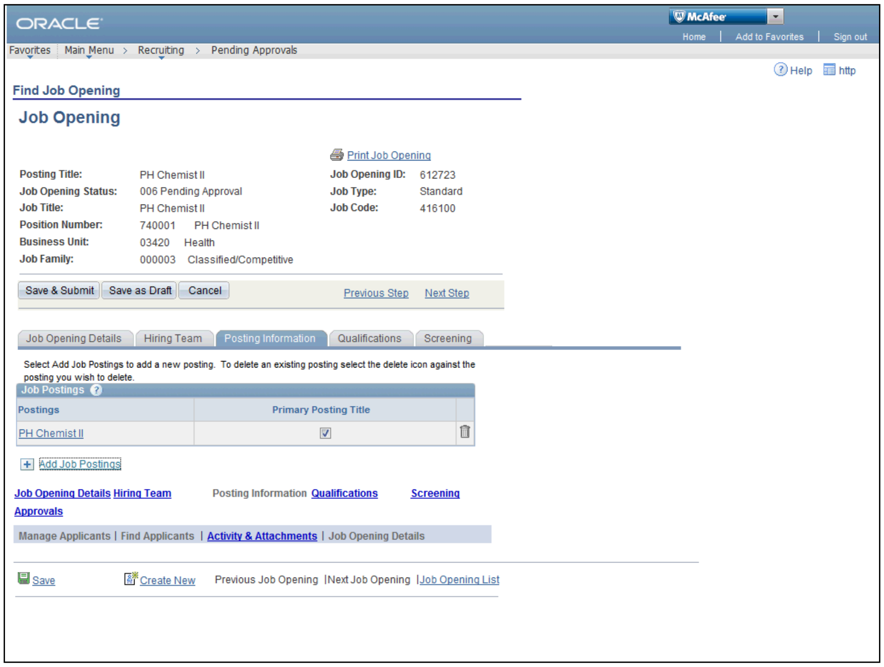
Step	Action
93.	Click the **Visible** list. 
94.	Click the **Not Visible** list item. 
95.	Click the **Description Type** list. 
96.	Click the **Other Information** list item. 

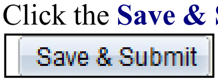
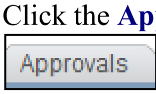


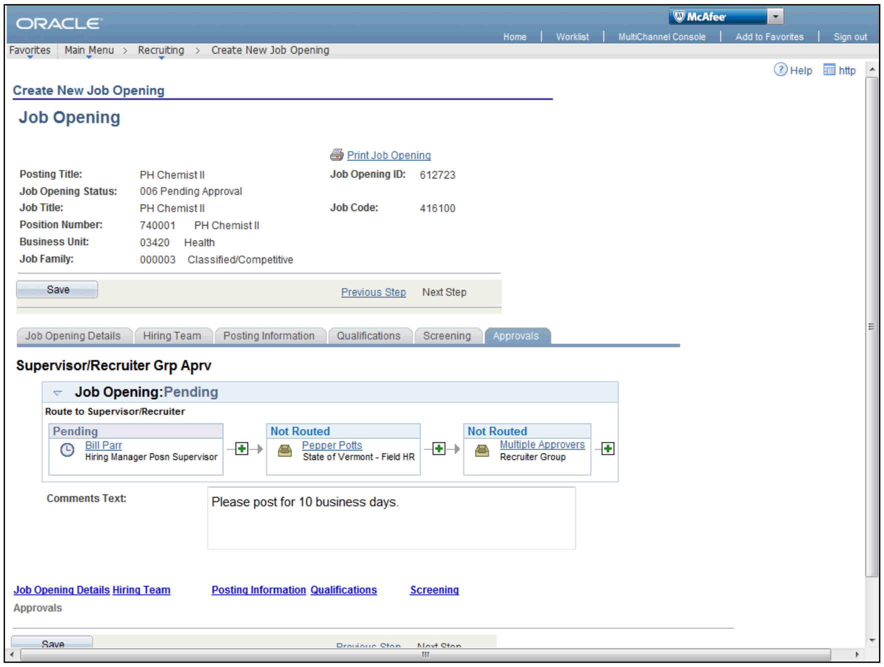
Step	Action
97.	You can enter additional information about the job posting in the text box. Include anything Field DHR or Recruitment needs to know. For example: shift information, open until filled requests, advertising preferences, etc.
98.	Move down the page. Click the **scrollbar**.



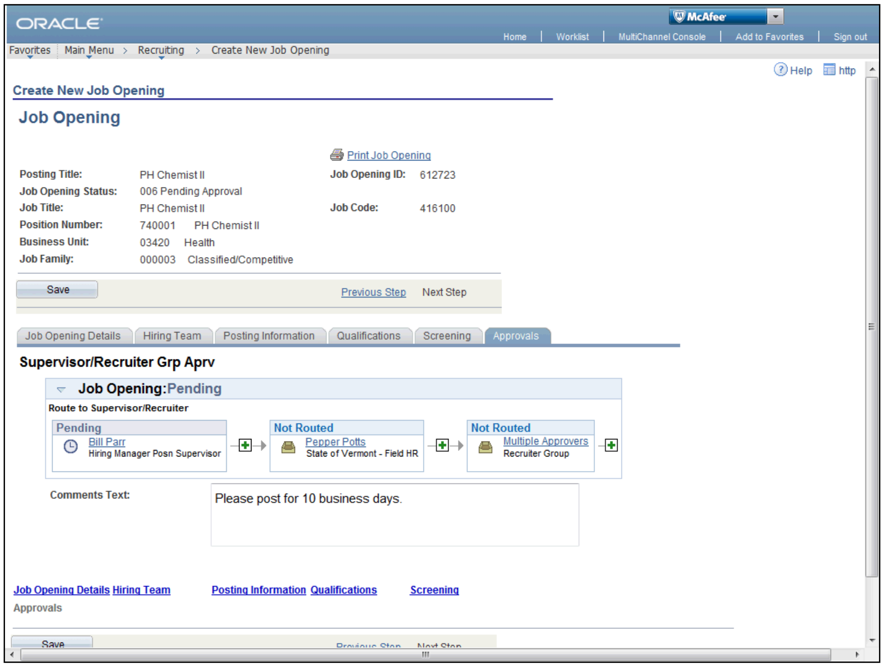
Step	Action
99.	Click the **OK** button. 



Step	Action
100.	Click the **Save & Submit** link. 
101.	Click the **Approvals** link. 
102.	This is the Approvals Page. Below is the approval path. You will be able to view the current status of a pending Job Opening on this page. Each party can also write comments in the Comments Text box.
103.	Click in the **Comments Text** field.



Step	Action
104.	Enter the desired information into the **Comments Text** field. For this example: Enter "**Please post for 10 business days.**"

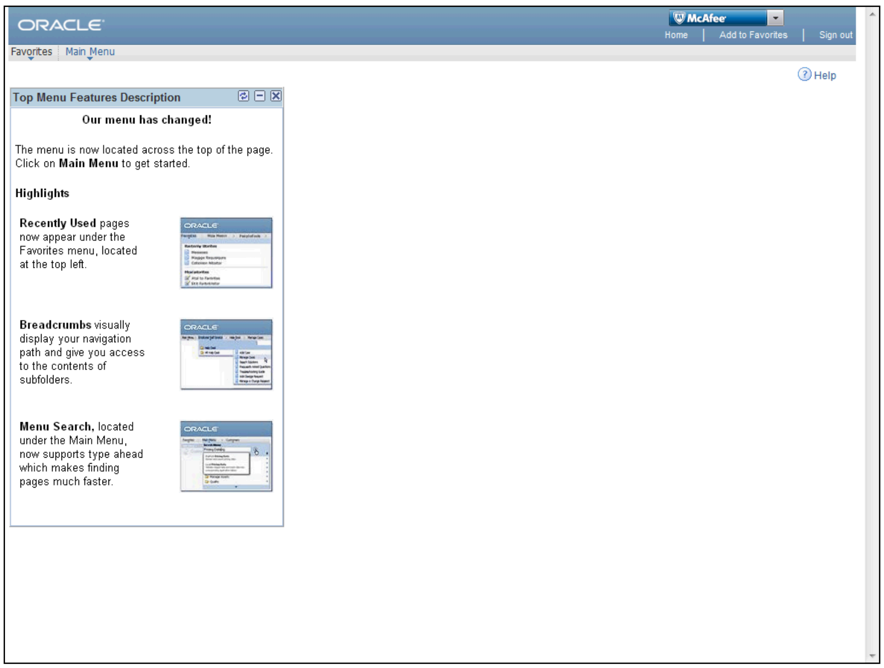


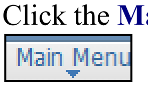
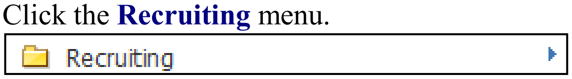
Step	Action
105.	Click the **Home** link. 
106.	**End of Procedure.**

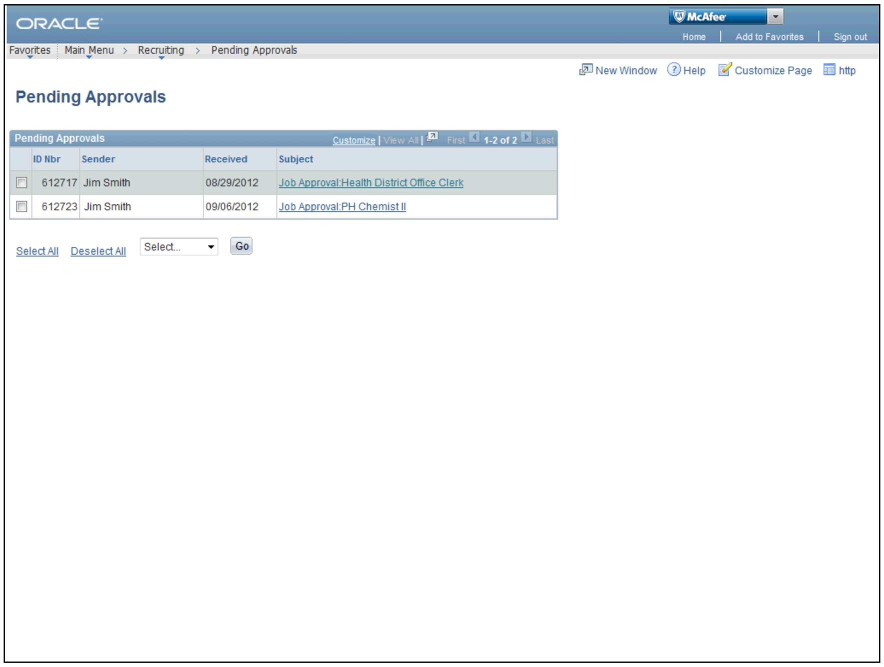
Recruitment_Create Job Opening pt.2 - Appointing Authority

Procedure

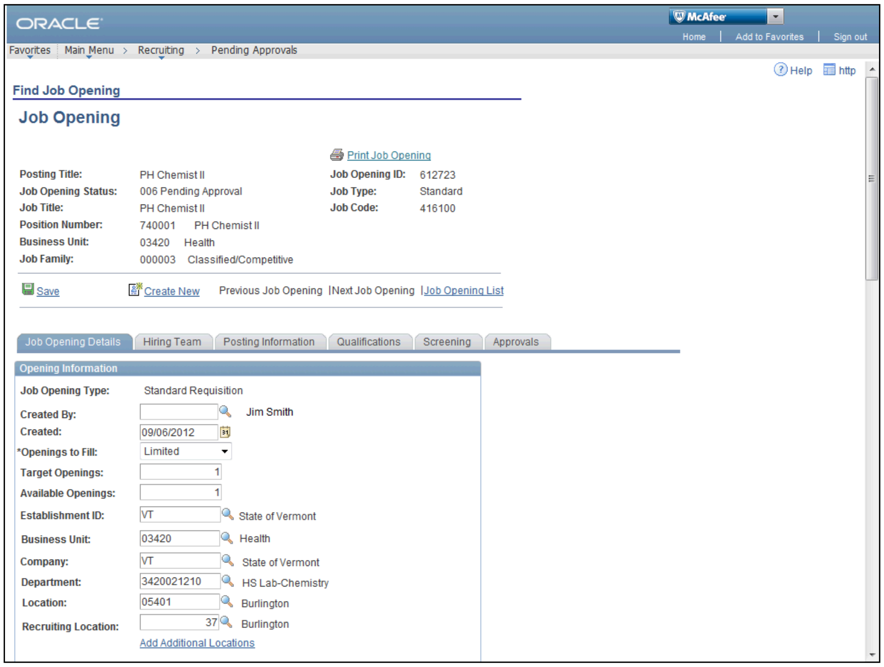
The purpose of the Appointing Authority's review and approval of the job opening is to authorize filling the position. This approval is required to proceed with the creation of the job opening. The Appointing Authority is not reviewing the completed job posting, just the initial request to recruit.

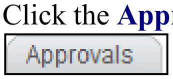


Step	Action
1.	Click the **Main Menu** button. 
2.	Click the **Recruiting** menu. 
3.	Click the **Pending Approvals** menu. 



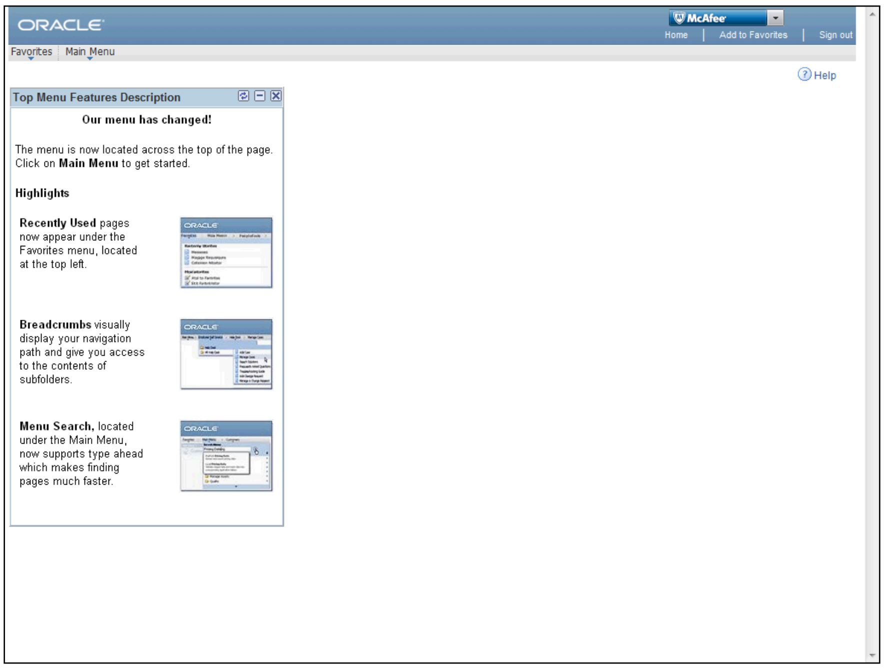
Step	Action
4.	Select the Job Opening that needs approval. For this example: Click the box next to the **612723** option. 
5.	Click the **Job Approval:PH Chemist II** link. 

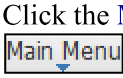
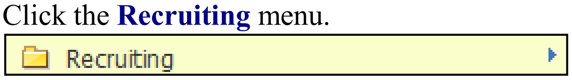


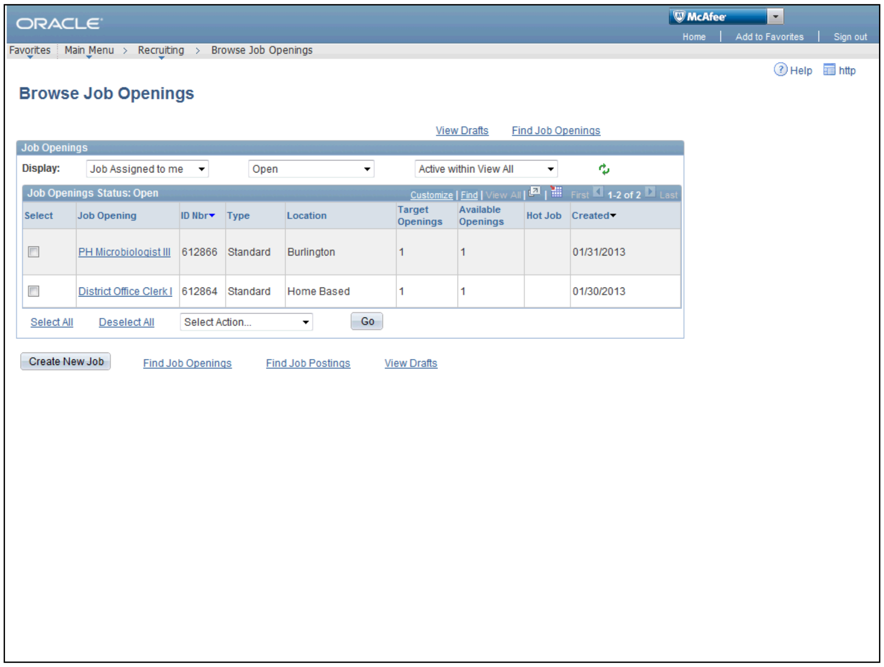
Step	Action
6.	Click the **Approvals** link. 
7.	Click the **Approve** button. 
8.	Click the **Home** link. 
9.	**End of Procedure.**

Recruitment_Review Applicant Information

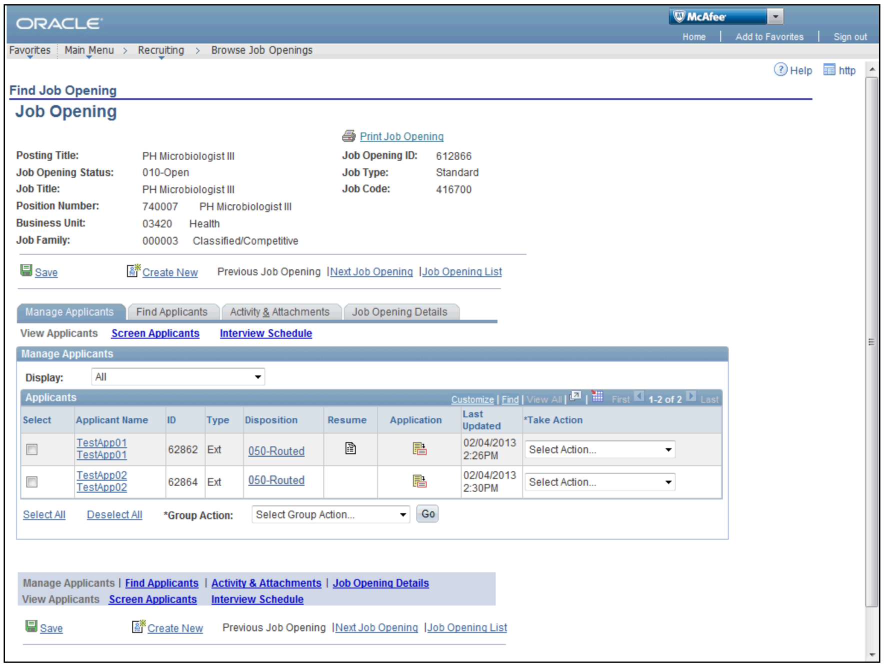
Procedure



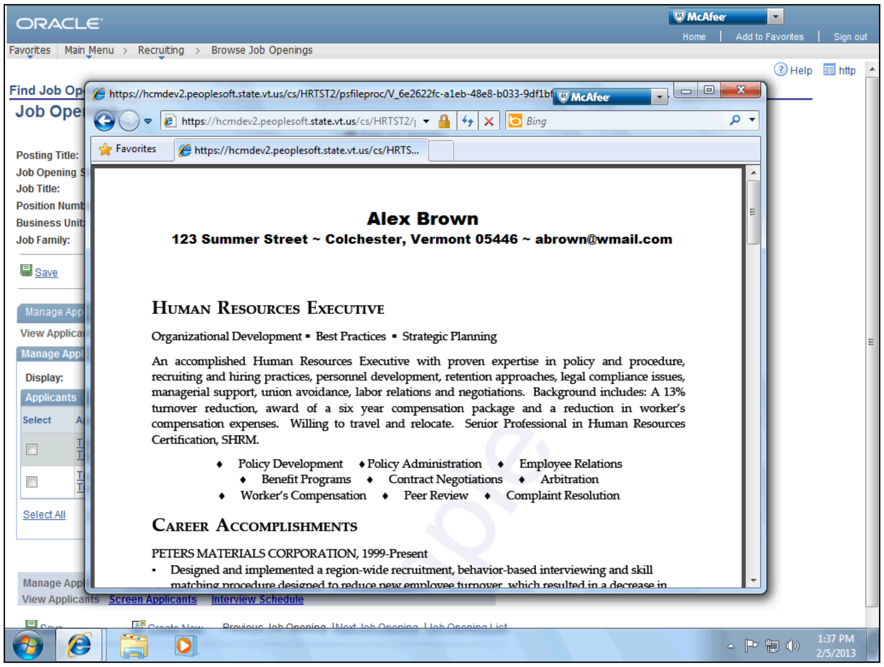
Step	Action
1.	Click the **Main Menu** button. 
2.	Click the **Recruiting** menu. 
3.	Click the **Browse Job Openings** menu. 



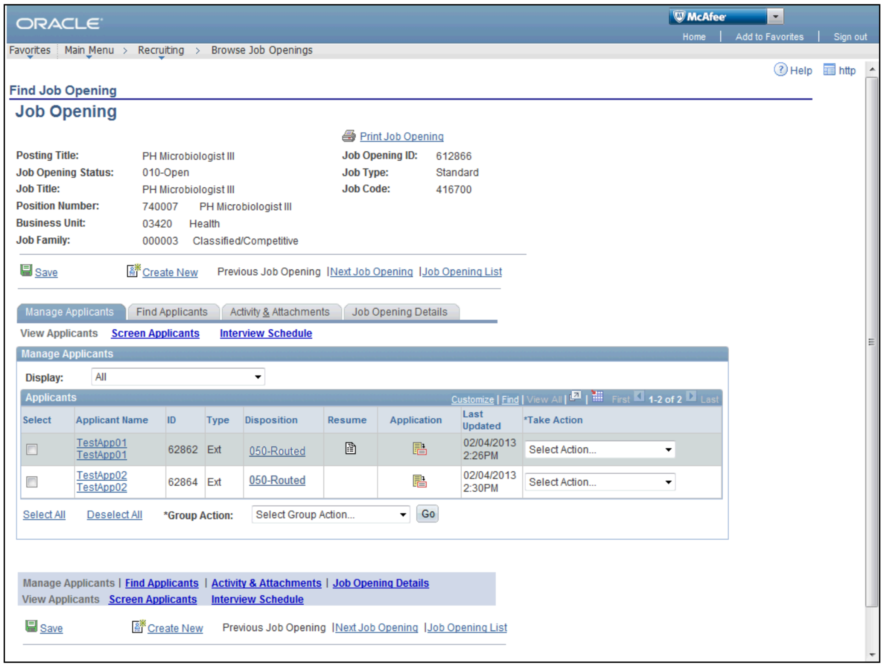
Step	Action
4.	Click the **PH Microbiologist III** link. PH Microbiologist III
5.	**IMPORTANT TIP!** Hold down the **[Ctrl]** key when you click on an attachment. Using the [Ctrl] key will disable the pop-up blocker and allow you to open the file.

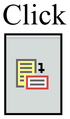


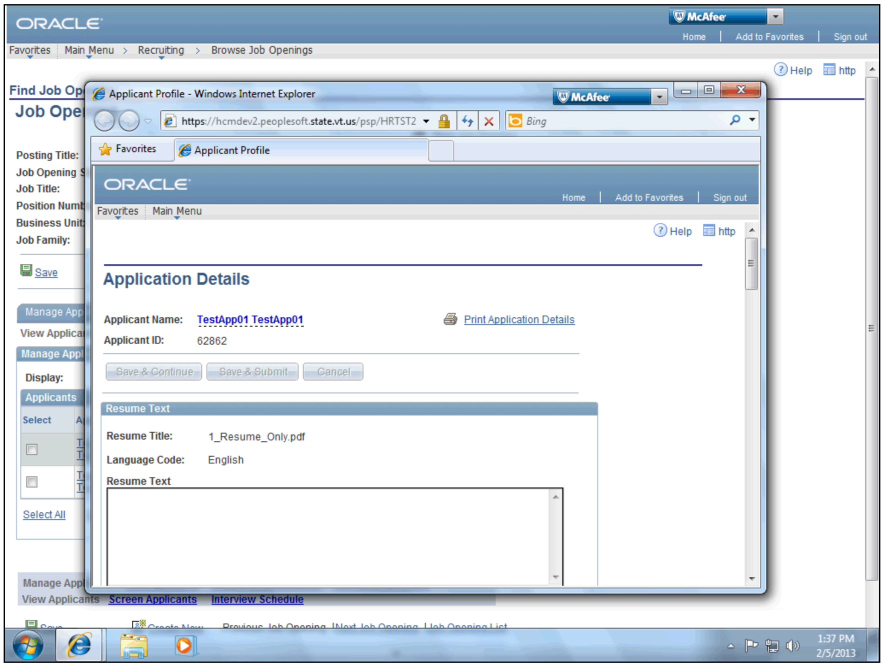
Step	Action
6.	Press the **[Ctrl]** key and click the **Resume** button. 



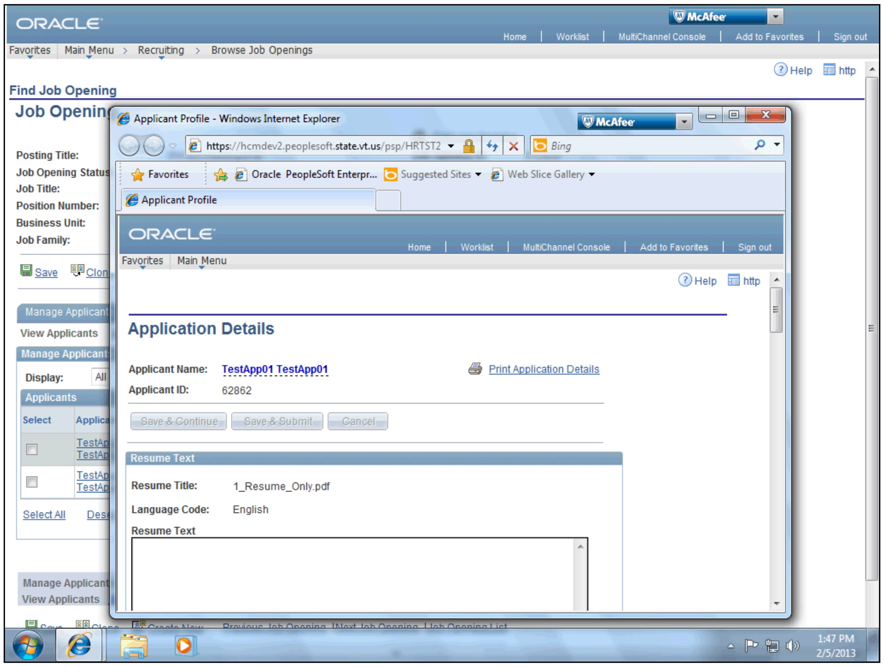
Step	Action
7.	Click the **Close** button. 



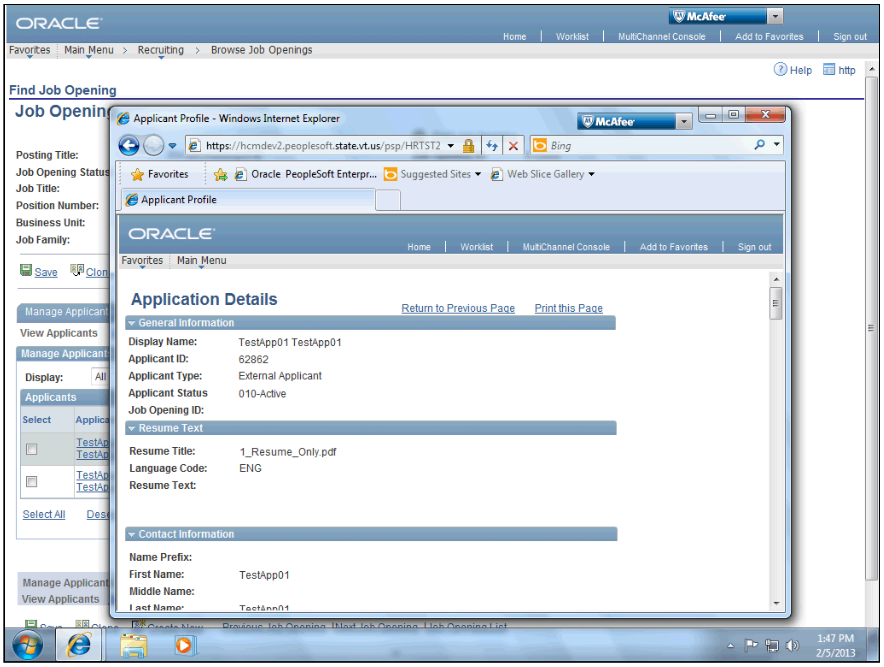
Step	Action
8.	Click the **Application Icon** object. 

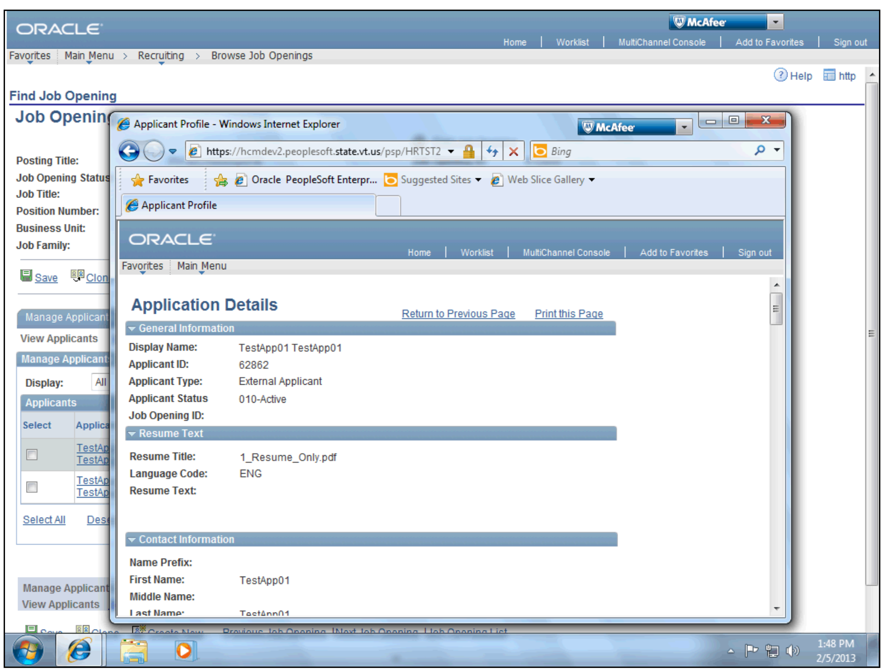


Step	Action
9.	Move down to continue. Click the **Scrollbar**.
10.	**Print Application Details** There are two different ways to Print Application Details.

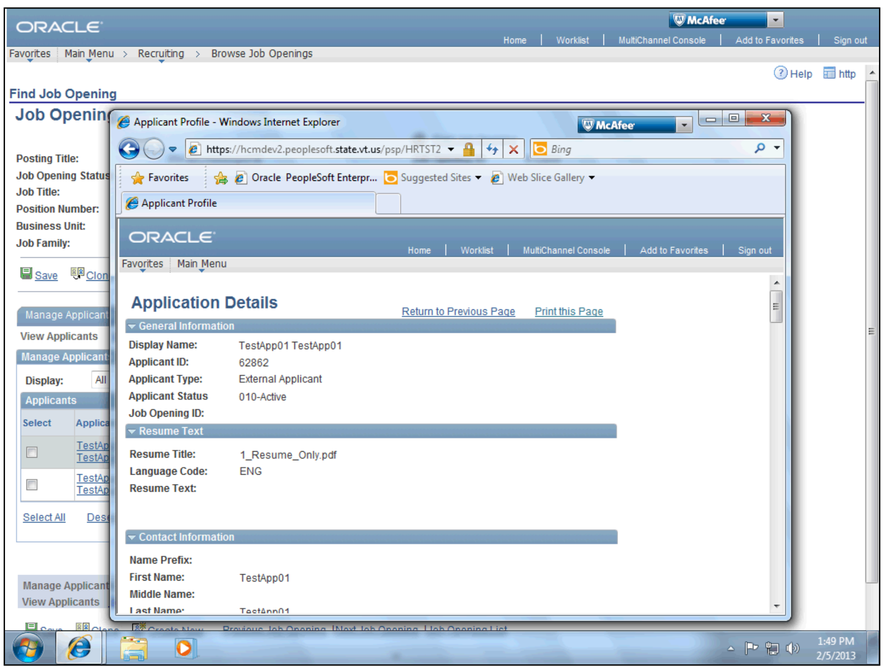


Step	Action
11.	Click the **Print Application Details** link. Print Application Details

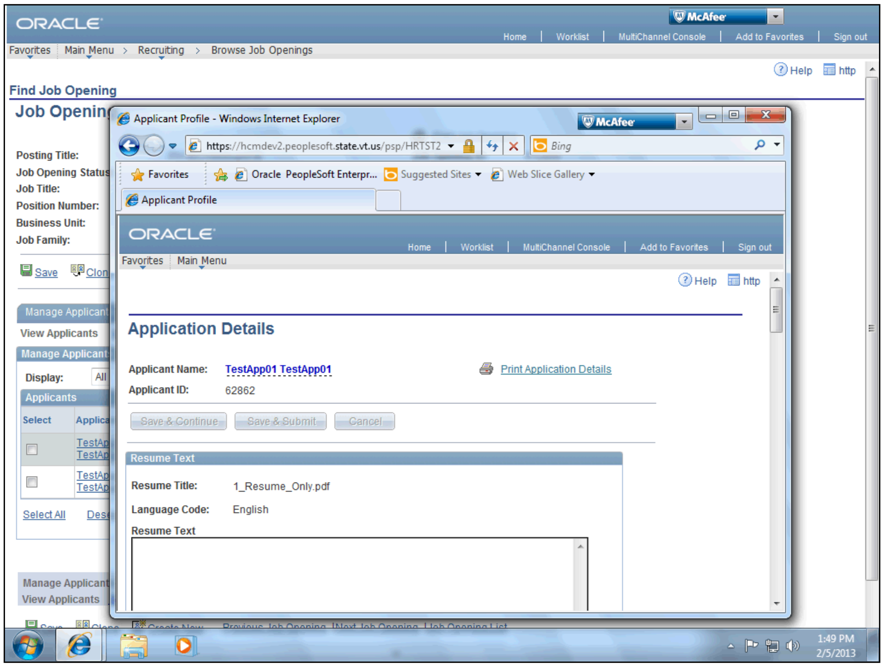

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
Favorites Main Menu > Recruiting > Browse Job Openings
Find Job Opening
Applicant Profile - Windows Internet Explorer
https://hcmdev2.peoplesoft.state.vt.us/psp/HRTST2
Application Details
Return to Previous Page
Print this Page
General Information
Display Name: TestApp01 TestApp01
Applicant ID: 62862
Applicant Type: External Applicant
Applicant Status 010-Active
Job Opening ID:
Resume Text
Resume Title: 1_Resume_Only.pdf
Language Code: ENG
Resume Text:
Contact Information
Name Prefix:
First Name: TestApp01
Middle Name:
1:47 PM
2/5/2013


Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
Favorites Main Menu > Recruiting > Browse Job Openings
Find Job Opening
Applicant Profile - Windows Internet Explorer
https://hcmdev2.peoplesoft.state.vt.us/psp/HRTST2
Application Details
Return to Previous Page
Print this Page
General Information
Display Name: TestApp01 TestApp01
Applicant ID: 62862
Applicant Type: External Applicant
Applicant Status 010-Active
Job Opening ID:
Resume Text
Resume Title: 1_Resume_Only.pdf
Language Code: ENG
Resume Text:
Contact Information
Name Prefix:
First Name: TestApp01
Middle Name:
1:48 PM
2/5/2013

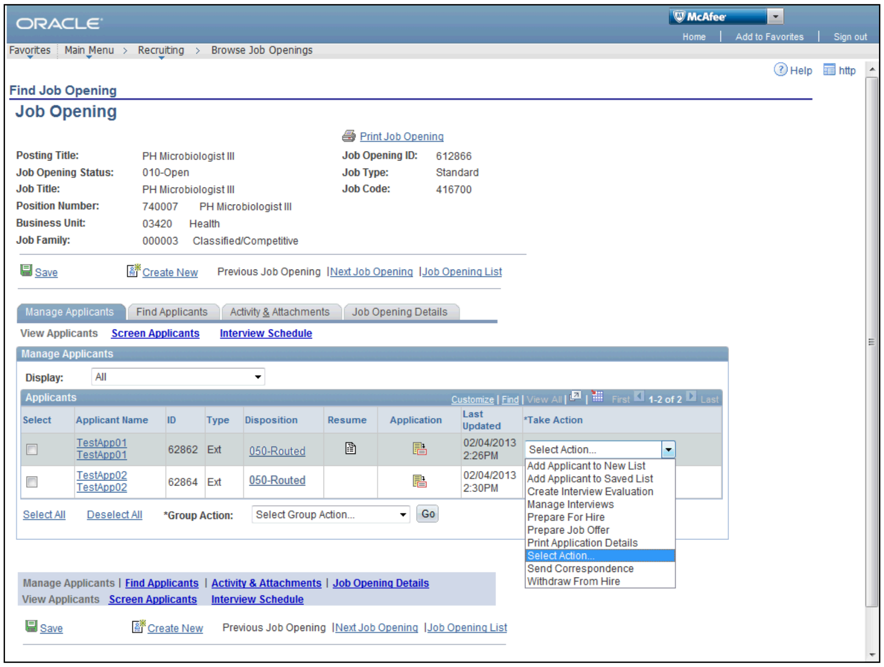
Step	Action
12.	Click the **Print** button. Print this Page
13.	Select Printer. Click the **Print** button. Print



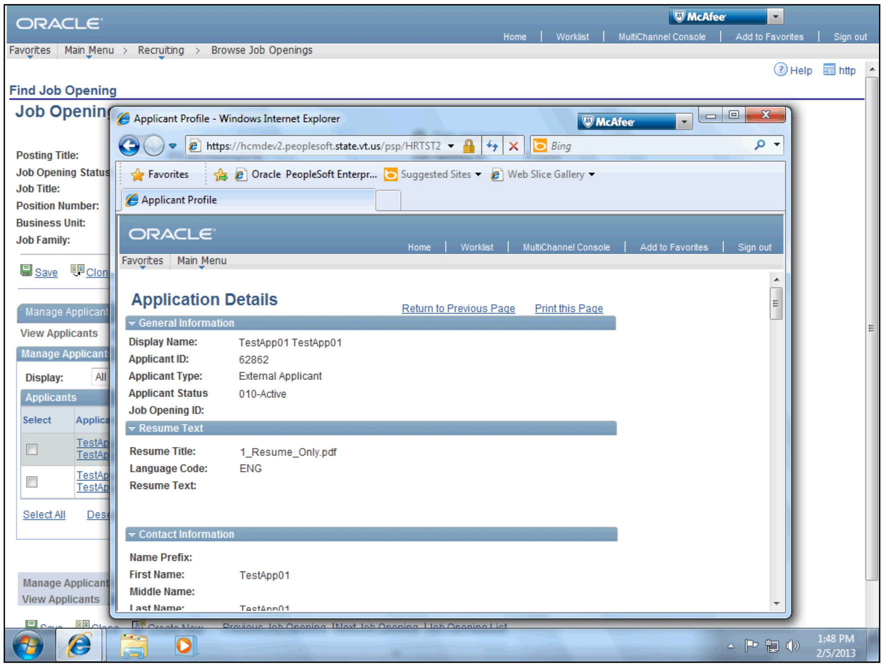
Step	Action
14.	Click the **Return to Previous Page** link. Return to Previous Page

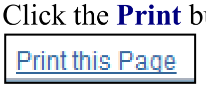
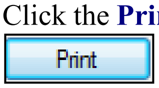


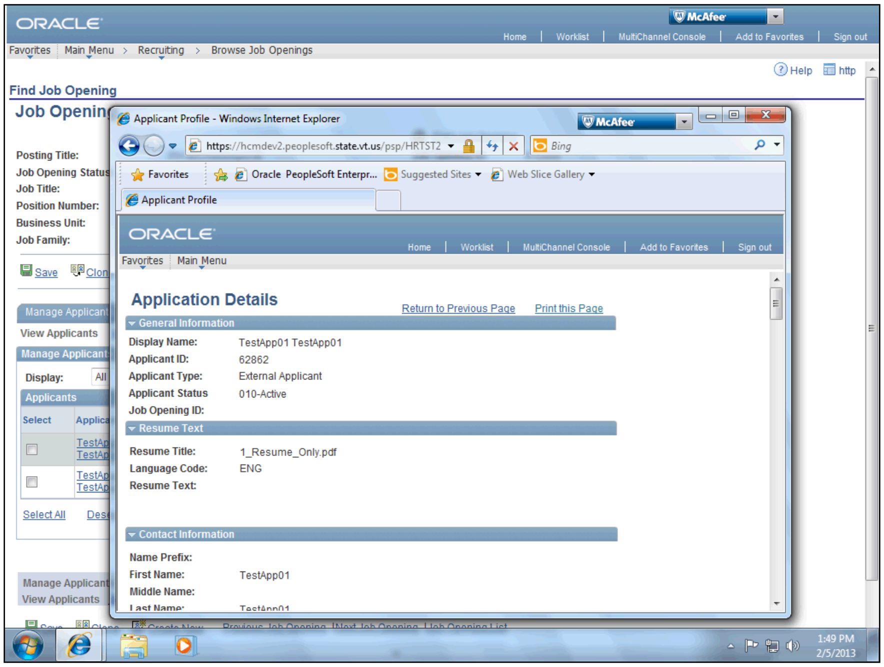
Step	Action
15.	Click the **Close** button. 
16.	You can also **Print Application Details** by using the Take Action menu. This menu will take you directly to the printer-friendly version of the application.



Step	Action
17.	Click the **Print Application Details** list item. Print Application Details



Step	Action
18.	Click the **Print** button. 
19.	Select Printer. Click the **Print** button. 

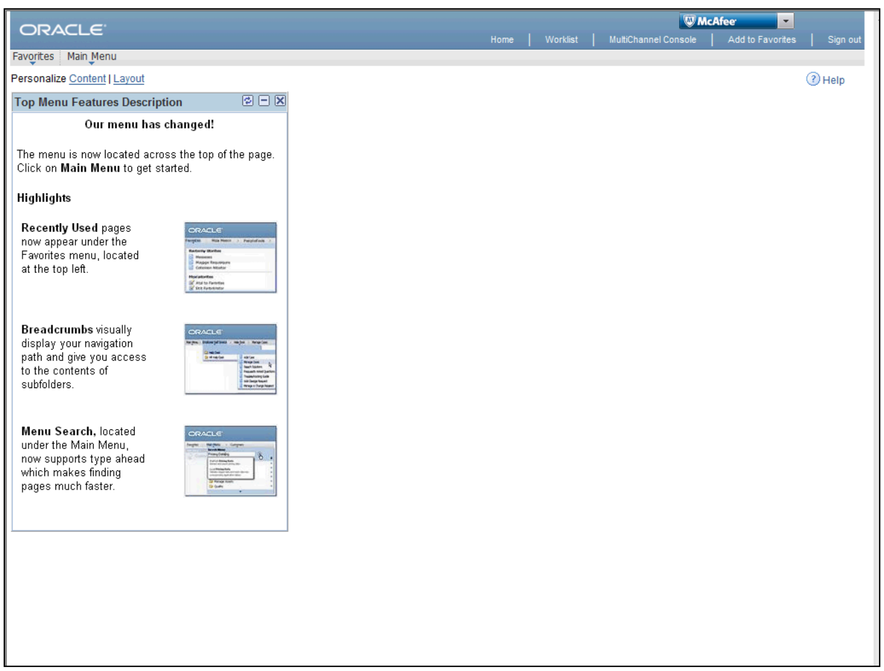


Step	Action
20.	Click the **Return to Previous Page** link. Return to Previous Page
21.	To print multiple applications at the same time, use the **VT Detailed Application Report**. To learn more, please view the "Run Detailed Application Report" UPK.
22.	**End of Procedure.**

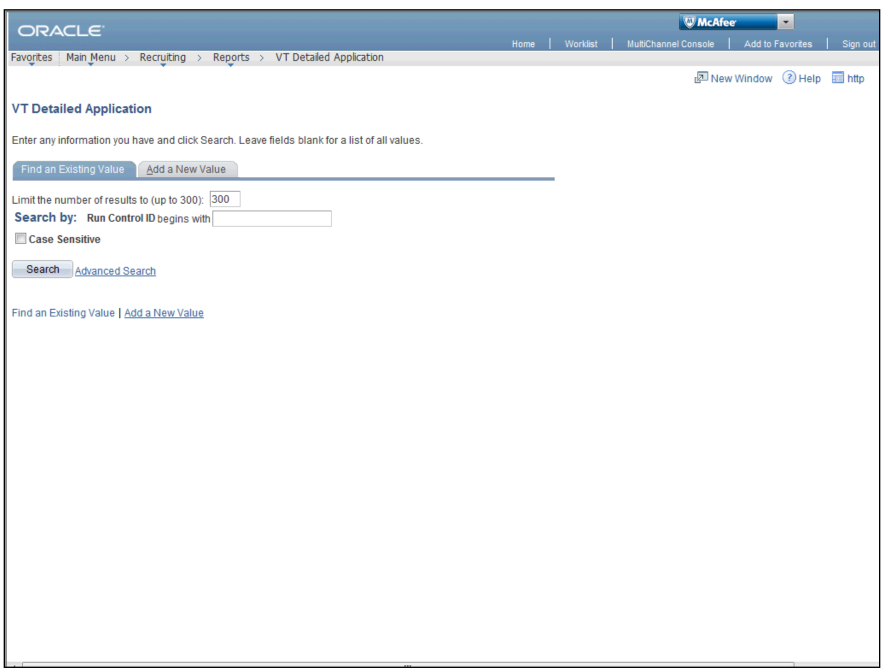
Recruitment_Run Detailed Application Report

Procedure

Step	Action
1.	The **VT Detailed Application Report** is a method of retrieving a candidate's State of Vermont Application for a specific job opening. This report is a PDF file. The report can pull the application for any candidate who was “Routed” on a Candidate List for a specific job opening. The report will not retrieve applications for candidates who were not routed.

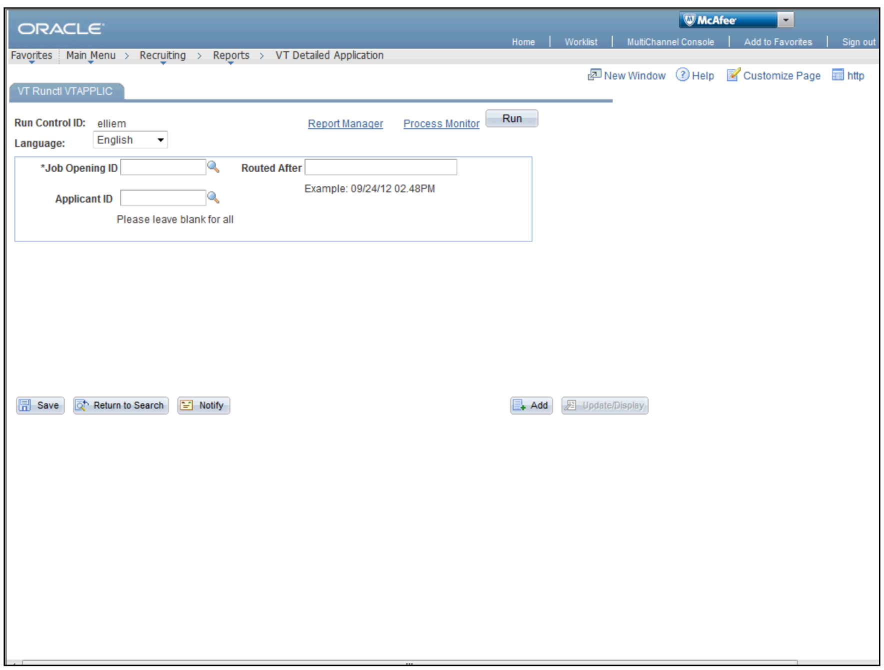


Step	Action
2.	Click the **Main Menu** button. Main Menu
3.	Click the **Recruiting** menu. Recruiting
4.	Click the **Reports** menu. Reports
5.	Click the **VT Detailed Application** menu. VT Detailed Application



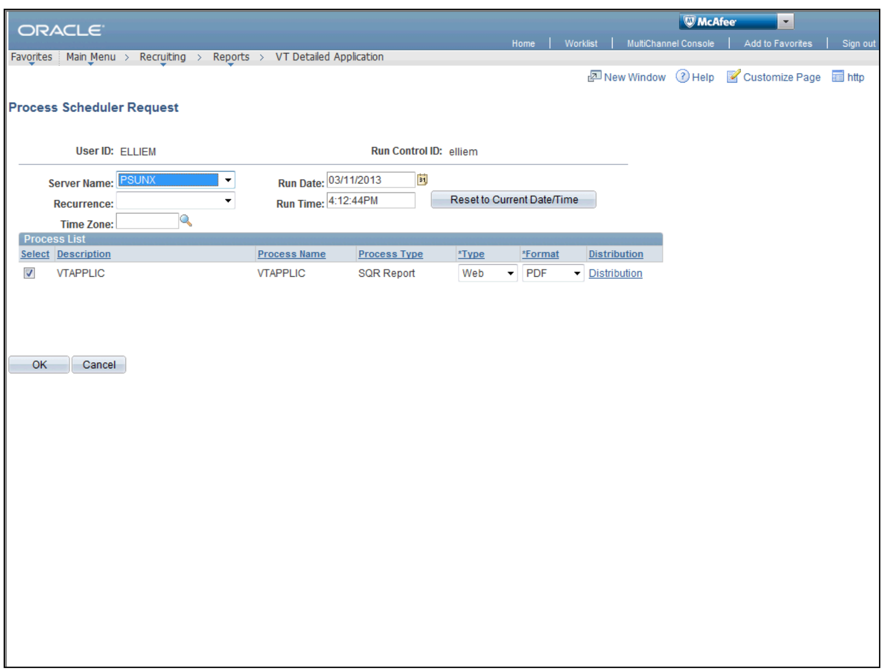
Step	Action
6.	Click in the **Run Control ID** field.

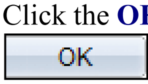
Step	Action
7.	The first time you use Reports, you will need to create a Run Control ID. A Run Control ID can be as simple as your first name and last initial. For this example, we will create the Run Control ID "elliem".
8.	Enter the desired information into the **Run Control ID** field. Enter "**elliem**".
9.	Click the **Add a New Value** tab. 
10.	Click the **Add** link. 

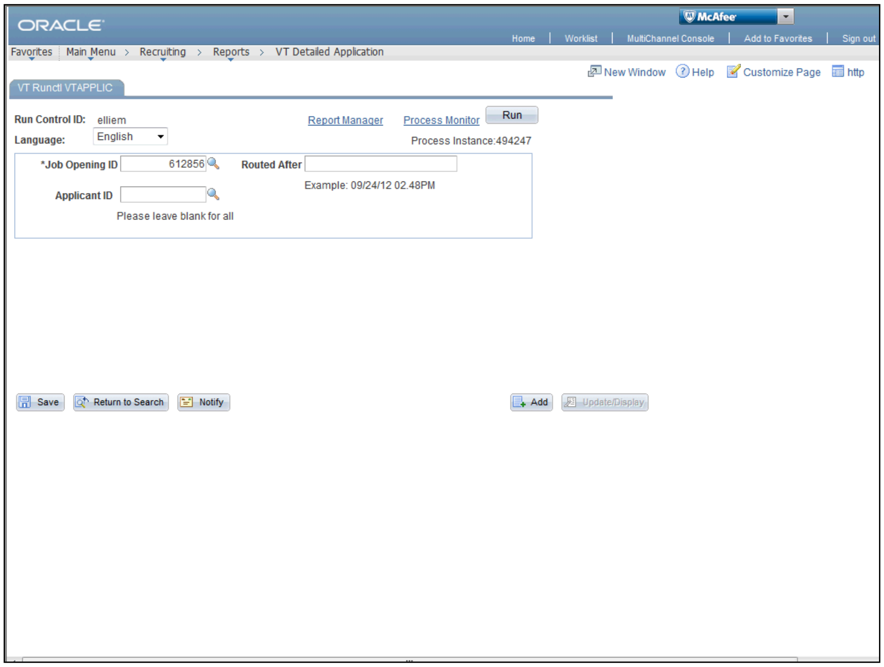


Step	Action
11.	Enter the desired information into the **Job Opening ID** field. Enter "**612856**".

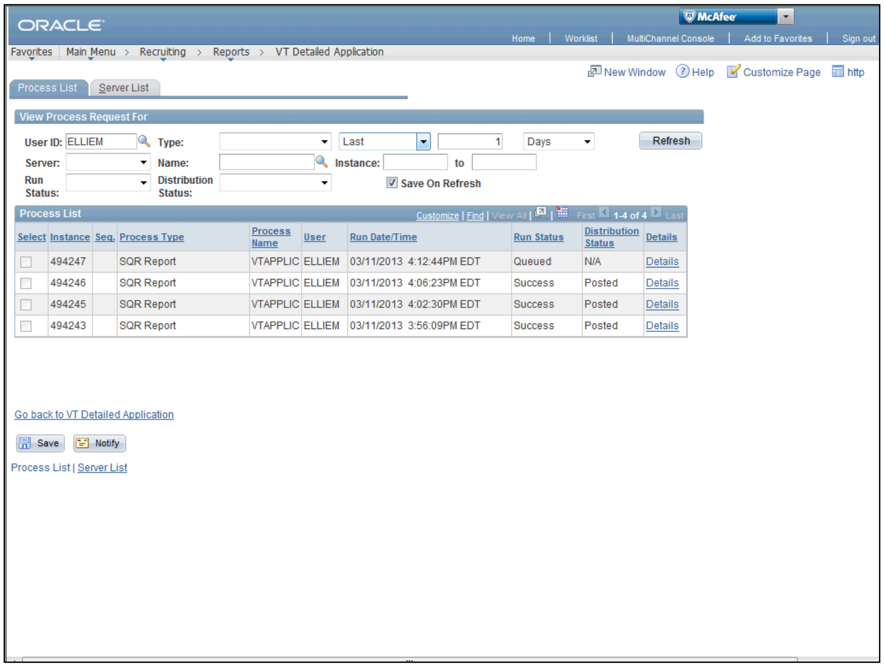
Step	Action
12.	To retrieve applications for all routed candidates, enter Job Opening ID, but leave Routed After and Applicant ID fields blank If you want to retrieve the application of a specific individual, enter their **Applicant ID** in the appropriate field. If you want to limit your results to recent applications, enter a date in the **Routed After** field.
13.	Click the **Run** button. 



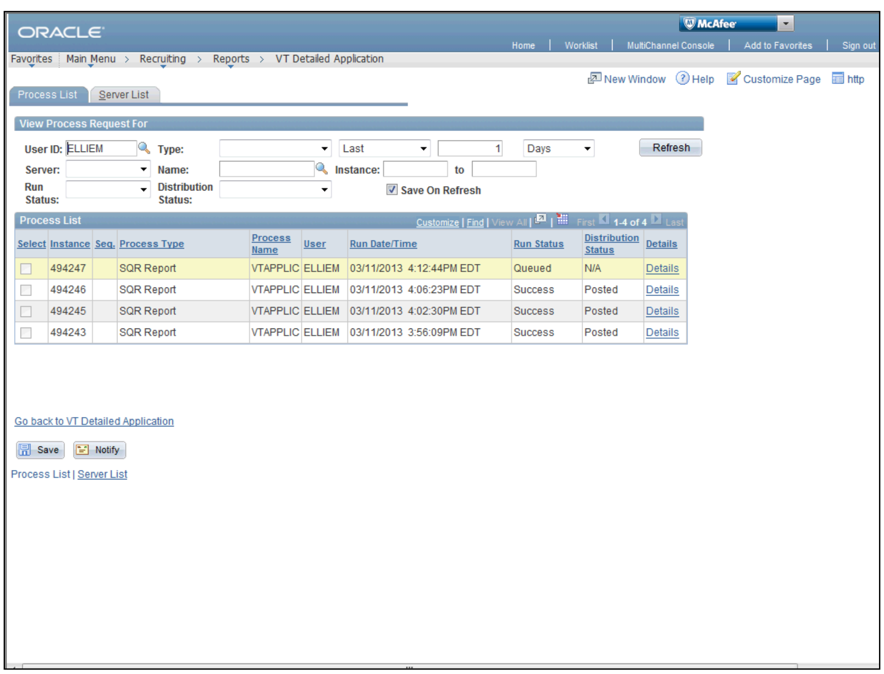
Step	Action
14.	Click the **OK** button. 



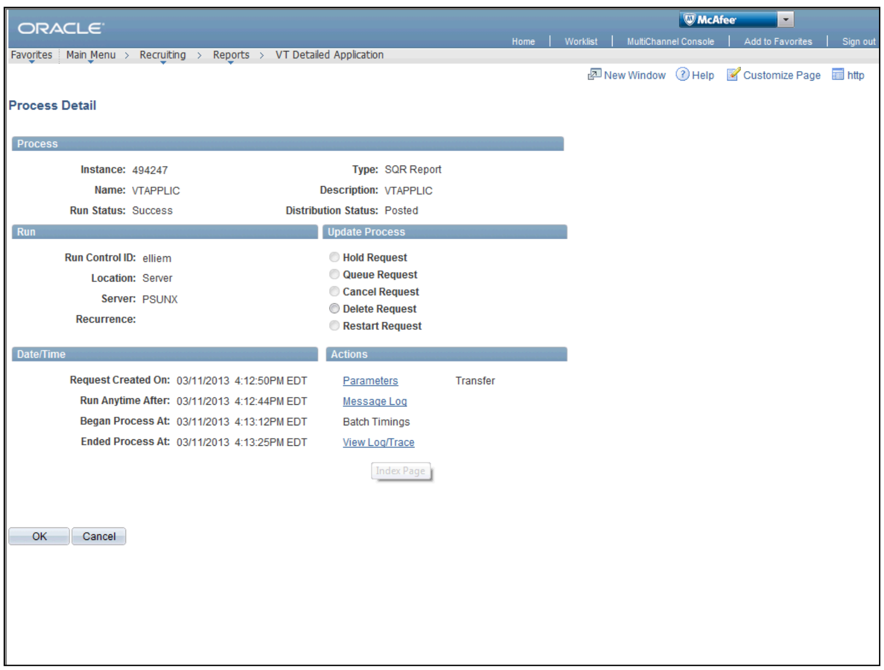
Step	Action
15.	Click the **Process Monitor** link. Process Monitor



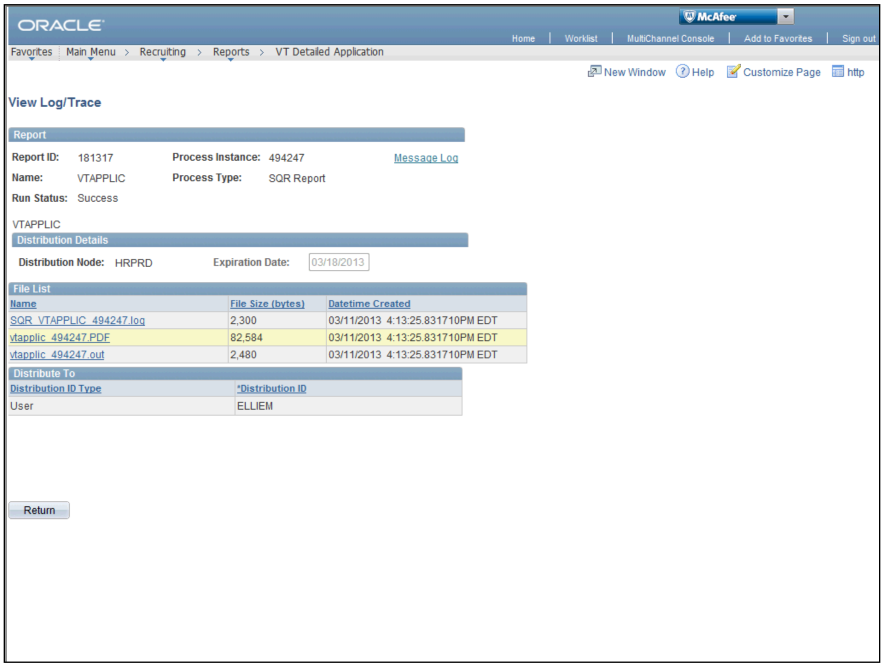
Step	Action
16.	The most recent reports are on the top of the Process List. Note the date and time stamp.



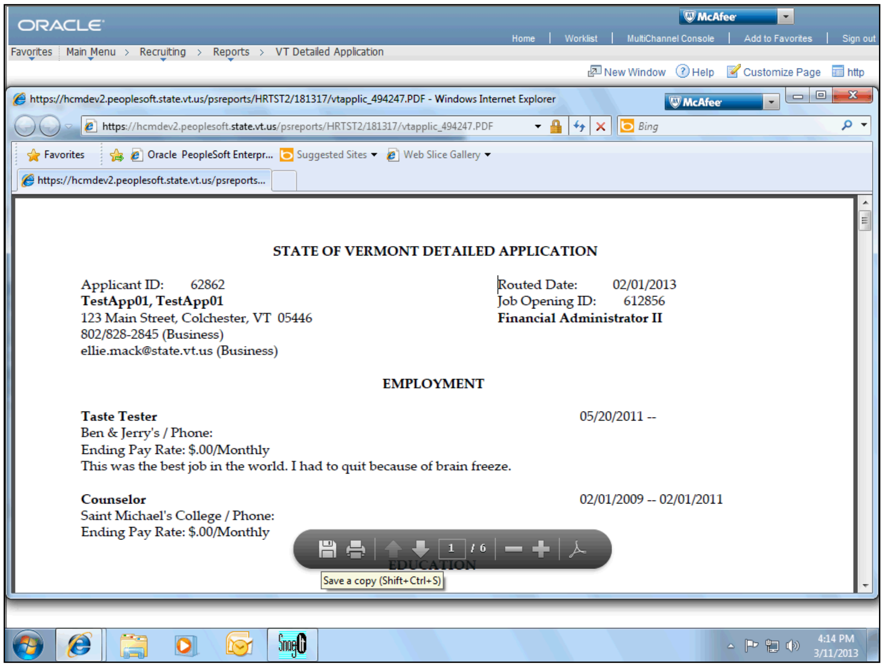
Step	Action
17.	Click the **Refresh** button. Refresh
18.	Click the **Details** link. Details

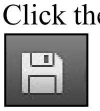
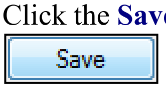


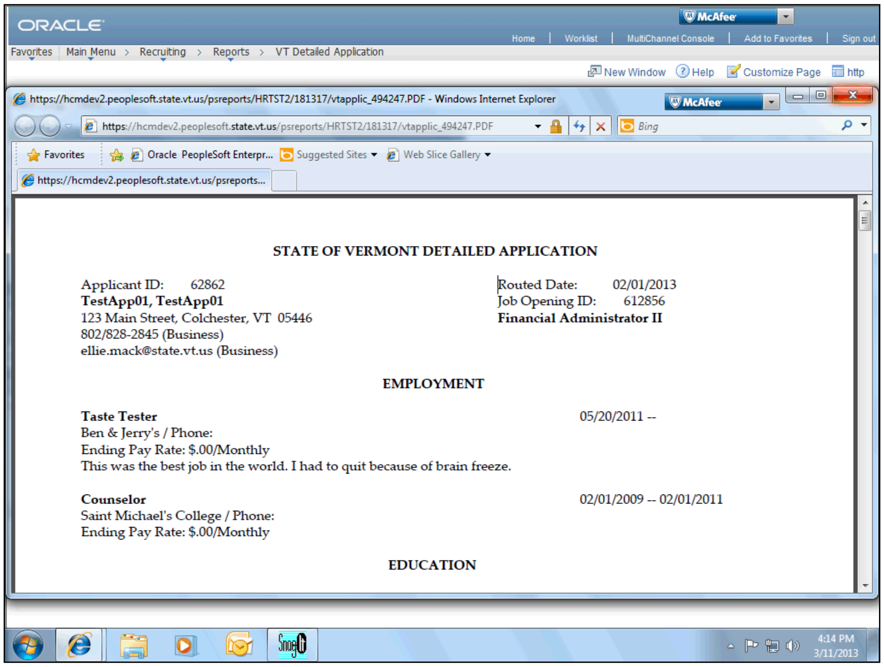
Step	Action
19.	Click the **View Log/Trace** link. View Log/Trace



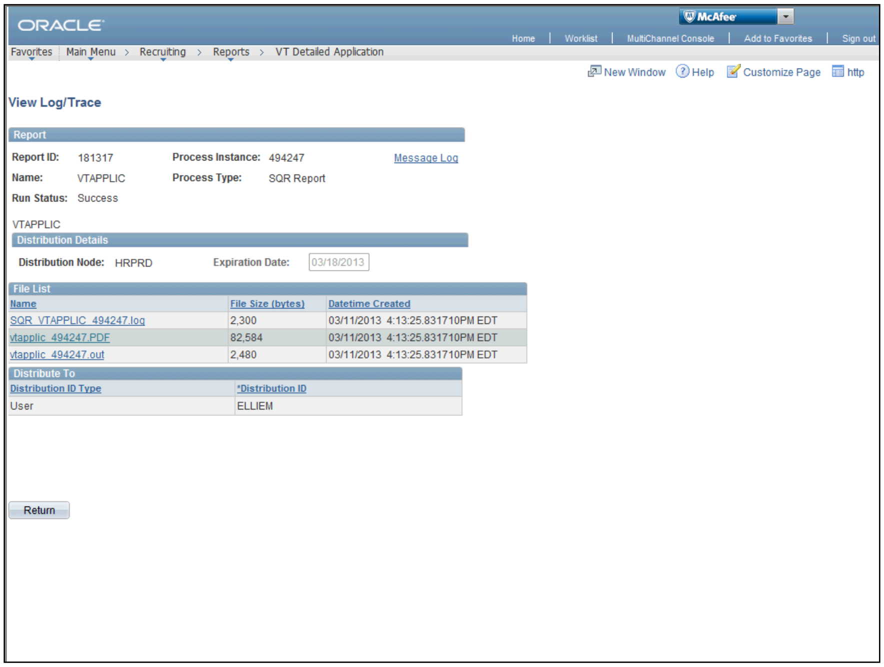
Step	Action
20.	Find the PDF file. Click the **vtapplic_494247.PDF** link. vtapplic_494247.PDF



Step	Action
21.	Click the **Save** button. 
22.	Click the **Save** button. 



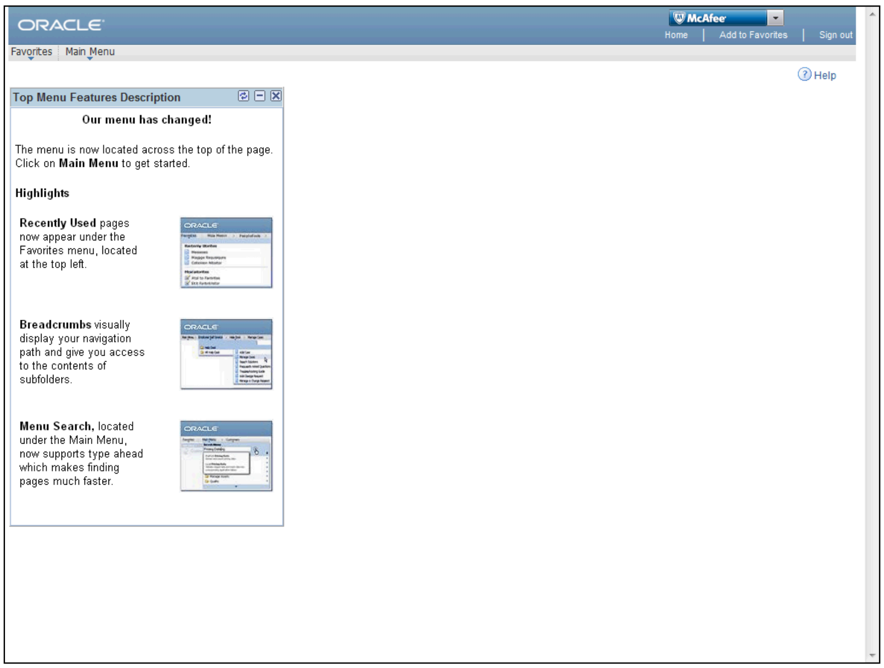
Step	Action
23.	Click the **Close** button. 

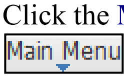
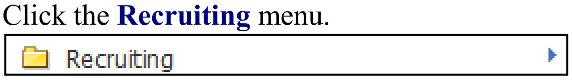


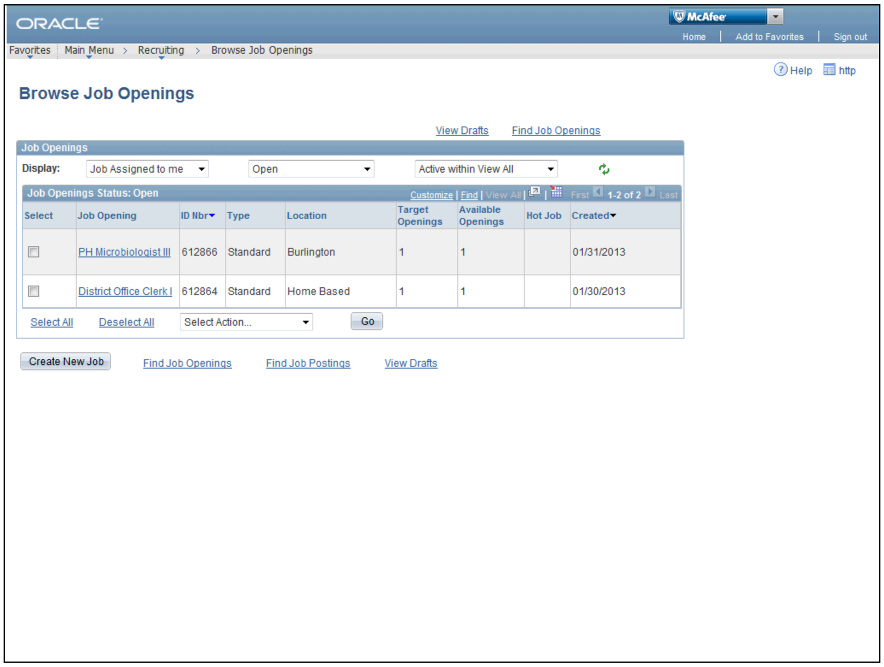
Step	Action
24.	Click the **Home** link. 
25.	**End of Procedure.**

Recruitment_Schedule An Interview

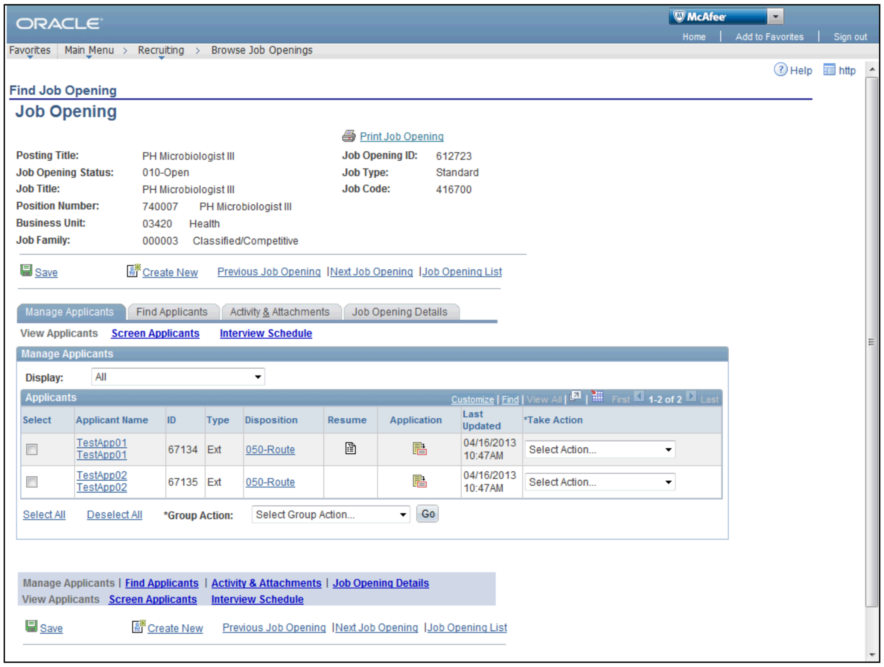
Procedure

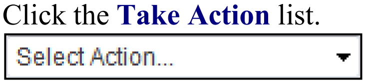


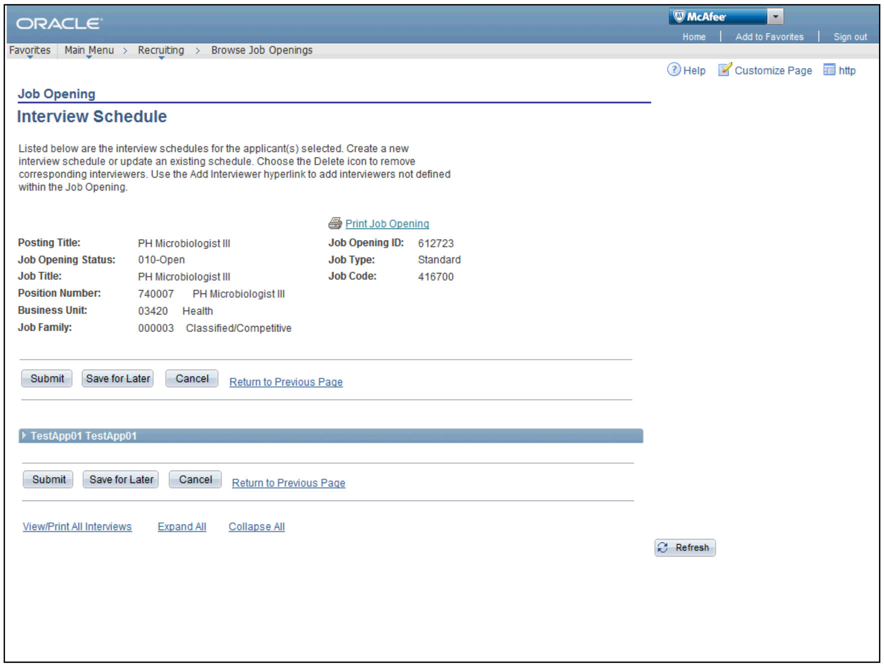
Step	Action
1.	Click the **Main Menu** button. 
2.	Click the **Recruiting** menu. 
3.	Click the **Browse Job Openings** menu. 



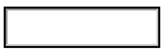
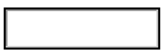
Step	Action
4.	Select the Job Opening. For this example: Click the **PH Microbiologist III** link. PH Microbiologist III



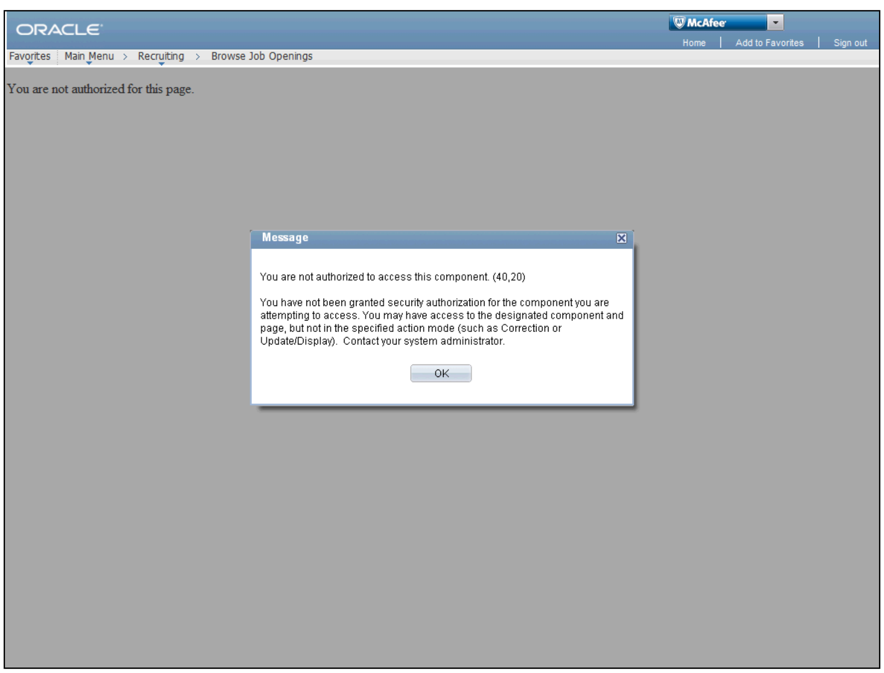
Step	Action
5.	Click the **Take Action** list. 
6.	Click the **Manage Interviews** list item. 



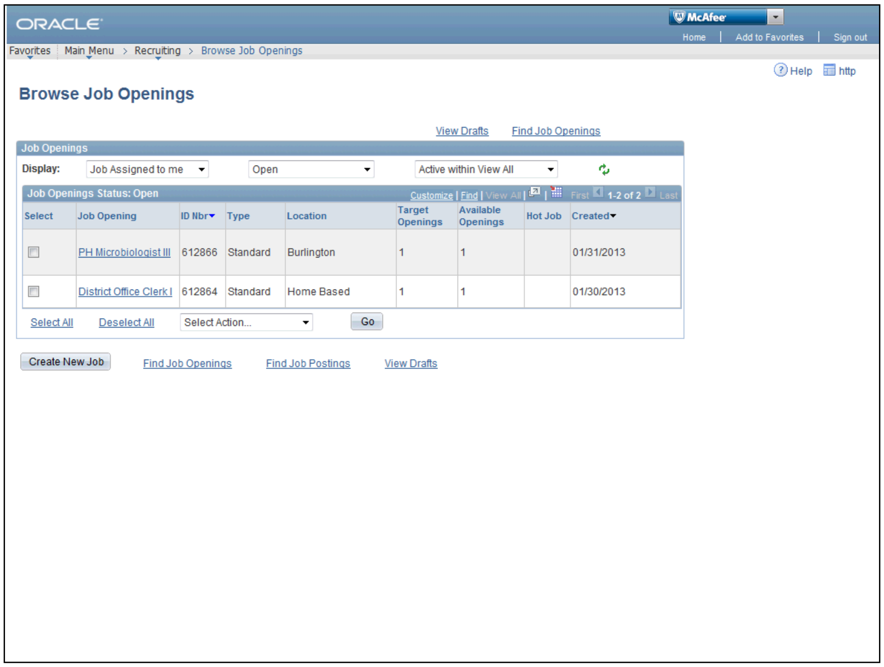
Step	Action
7.	Click the **Expand section** button.
8.	Click the **Expand section** button.
9.	Click the **Interview Status** list. Unconfirmed
10.	Click the **Confirmed** list item. Confirmed
11.	Click the **Interview Type** list.
12.	Click the **Panel** list item. Panel

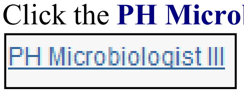
Step	Action
13.	Click the **Calendar Icon** button. 
14.	Click the **Interview Date** list. 
15.	Click in the **Start Time** field. 
16.	Enter the desired information into the **Start Time** field. Enter "**10:00**".
17.	Click in the **End Time** field. 
18.	Enter the desired information into the **End Time** field. Enter "**11:00**".
19.	Click the **Notify Applicant** option. 
20.	Scroll down the page to see more information. Click the **Scroll Bar** scrollbar box.
21.	The Hiring Manager will automatically appear in the Interview Schedule box. **Additional Features (Optional)** Users can add members to the Interview Team by clicking **Add Interviewer**. you can send e-mail confirmations and Outlook calendar appointments to members of the Interview Team by clicking the **Notify Interview Team** checkbox.
22.	**Additional Features (Optional)** Hiring Managers can include information about the venue and/or location. This information will appear in the confirmation e-mail.
23.	Scroll down the page to see more information. Click the **Scroll Bar** scrollbar box.
24.	**Additional Features (Optional)** Hiring Managers can add attachments to the e-mail confirmation.

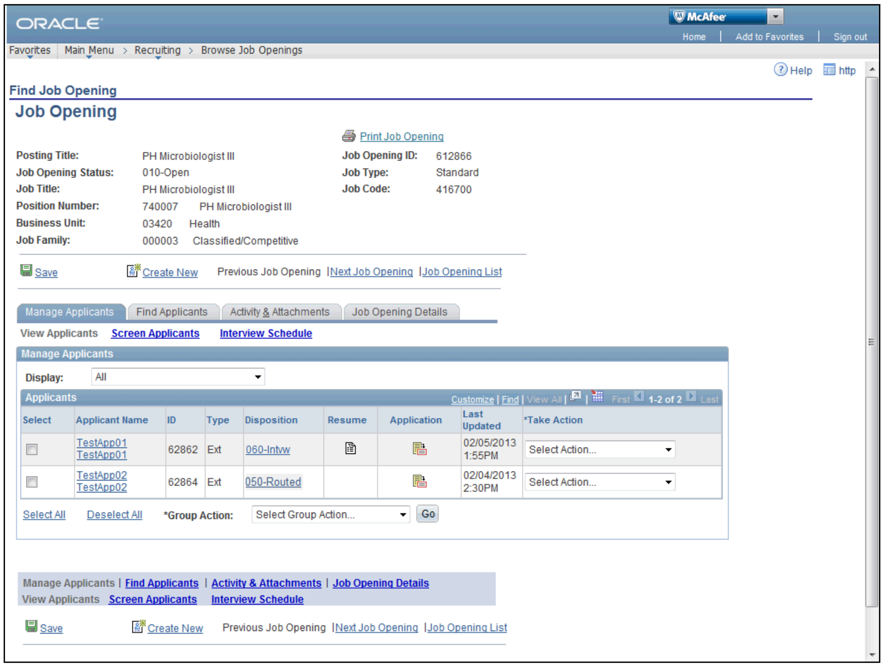
Step	Action
25.	Return to the top of the page. Click the **Scroll bar** scrollbar box.
26.	Click the **Submit** button. Submit
27.	Once the Hiring Manager clicks Submit, the error message shown above will appear. Do not worry! The interview information did save and the appointment was created/updated. To navigate back to the Job Opening, click Browse Job Openings in the breadcrumb navigation.



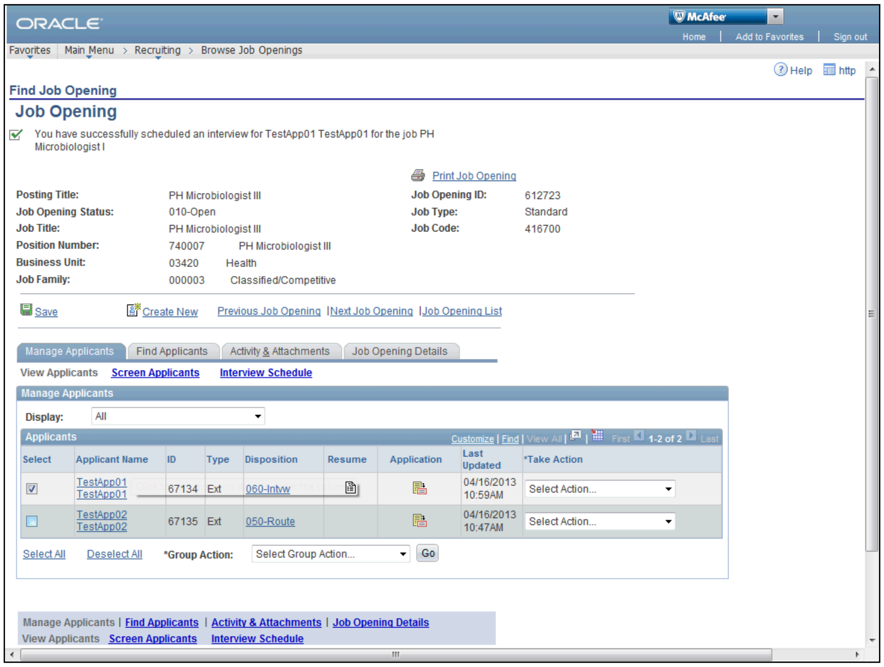
Step	Action
28.	Click the **Browse Job Openings** link. Browse Job Openings



Step	Action
29.	Select the Job Opening. For this example: Click the **PH Microbiologist III** link. 



Step	Action
30.	The applicant's disposition will now be **060-Interview**.
31.	**<u>Helpful Tip</u>** You can schedule and update multiple interviews on the same screen by using the Group Action feature.

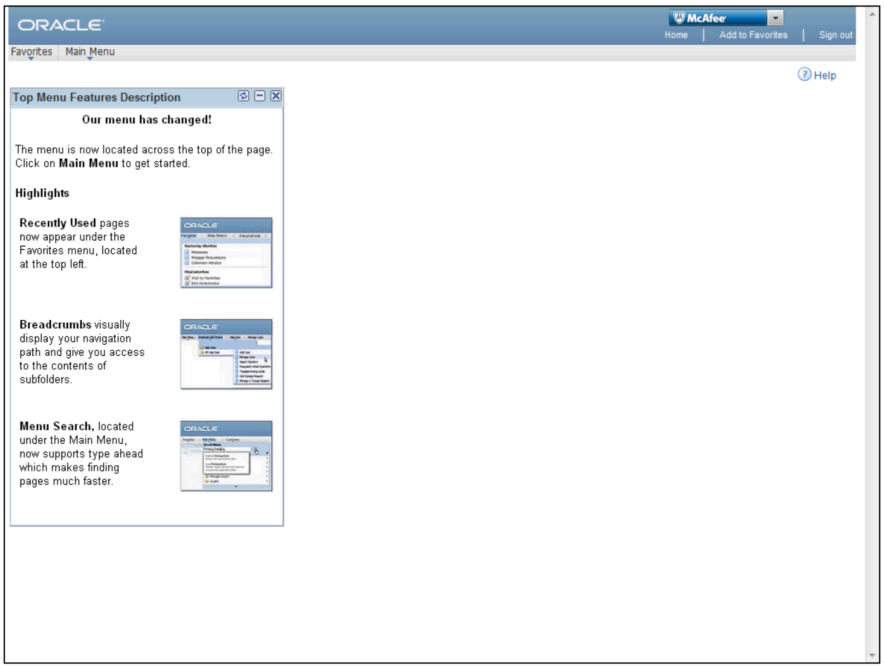


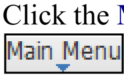
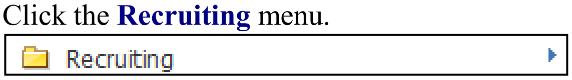
Step	Action
32.	Click the **Select** option.
33.	Click the **Select** option.
34.	Click the **Group Action** list. Select Group Action...
35.	Click the **Manage Interview** option. Manage Interviews
36.	Click the **Go** button. Go
37.	Expand the row for each applicant. For each interview, follow steps outlined in this tutorial. Once you have entered the interview information for each applicant, click Submit.

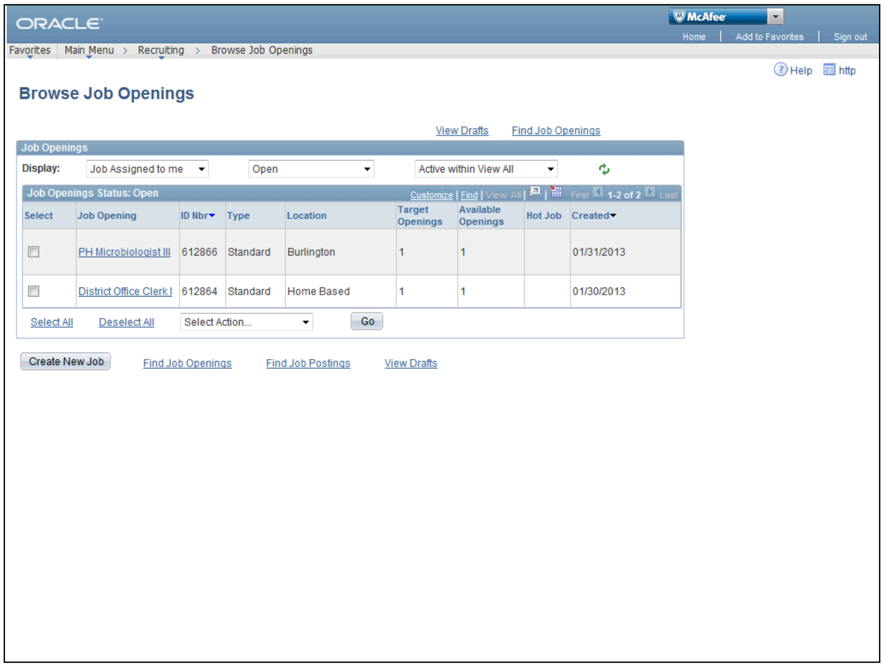
Step	Action
38.	**End of Procedure.**

Recruitment_Update Interview Status

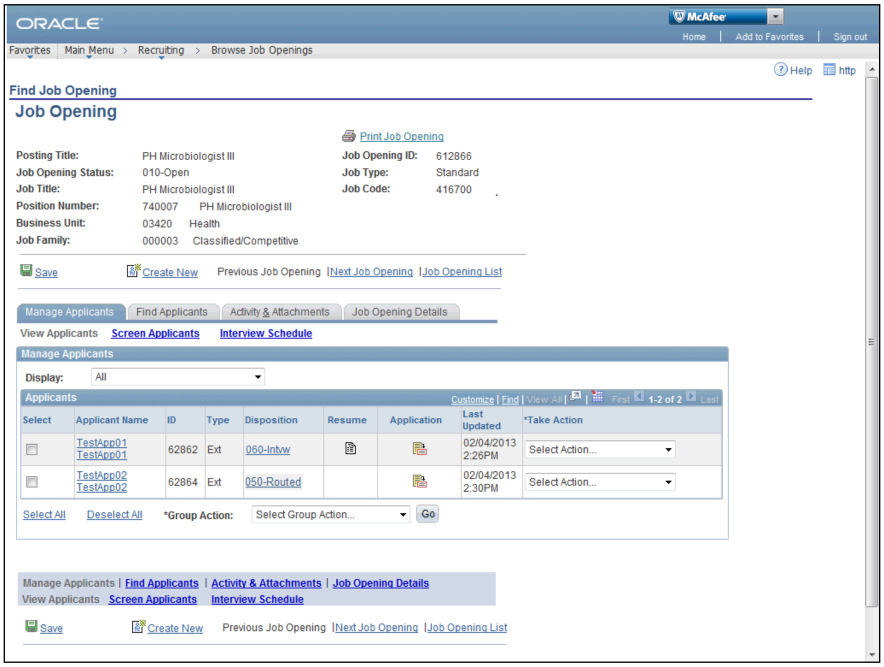
Procedure

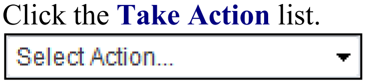


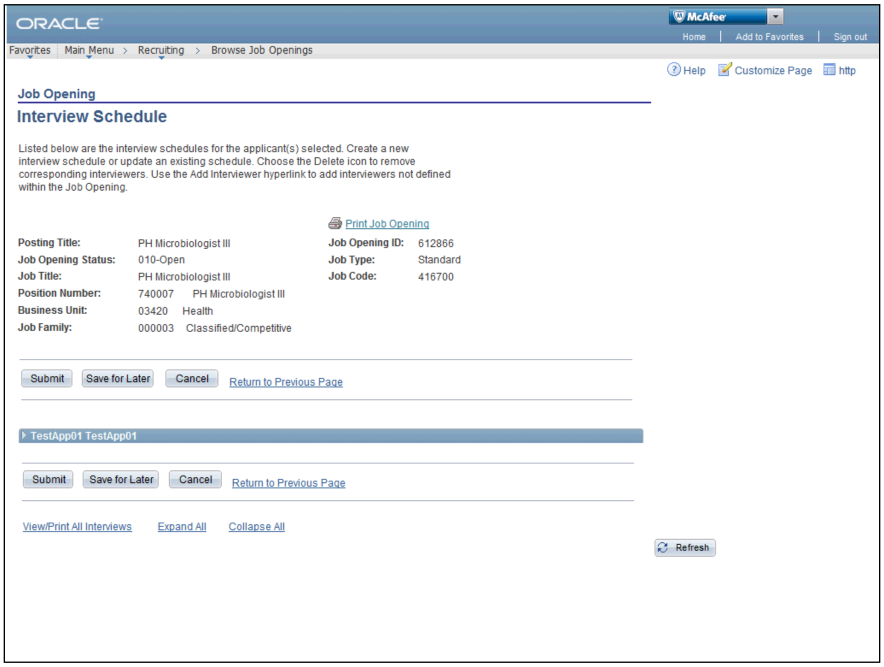
Step	Action
1.	Click the **Main Menu** button. 
2.	Click the **Recruiting** menu. 
3.	Click the **Browse Job Openings** menu. 

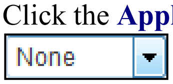
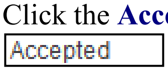
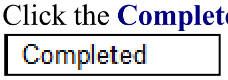
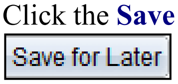


Step	Action
4.	Select the Job Opening. For this example: Click the **PH Microbiologist III** link. PH Microbiologist III

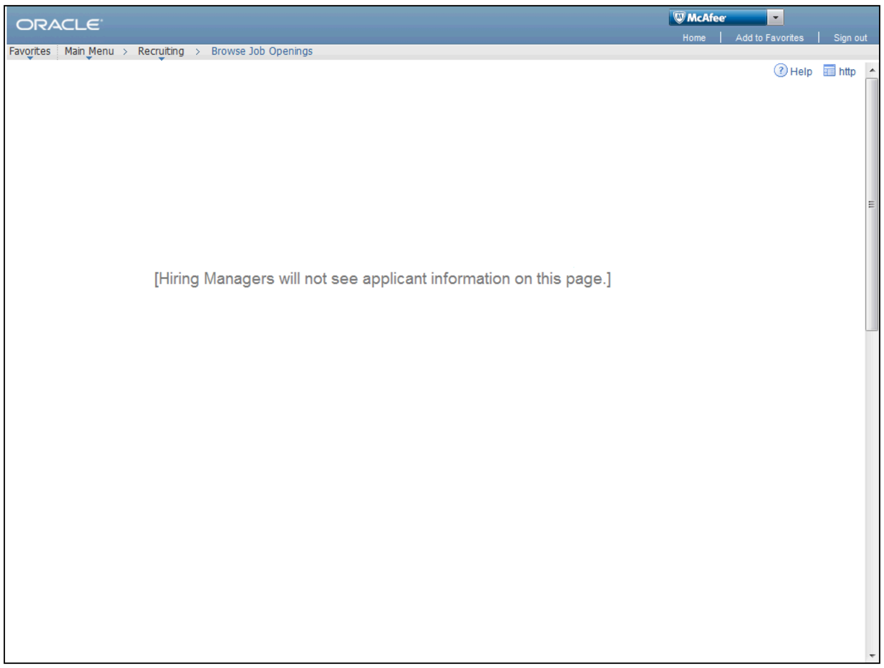


Step	Action
5.	Click the **Take Action** list. 
6.	Click the **Manage Interviews** list item. 

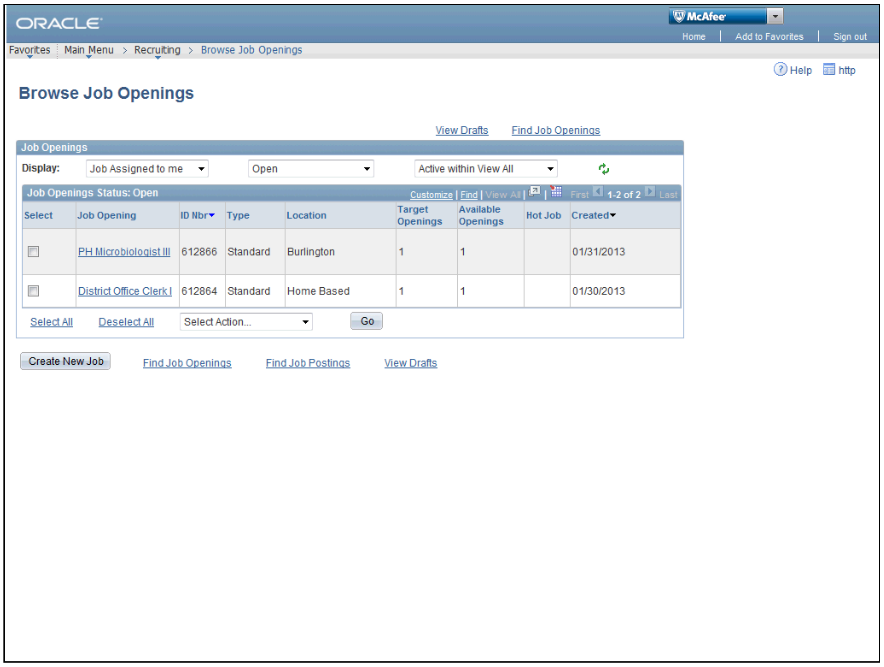


Step	Action
7.	Click the **Expand section** button. 
8.	Click the **Applicant Appointment Status** list. 
9.	Click the **Accepted** list item. 
10.	Click the **Interview Status** list. 
11.	Click the **Completed** list item. 
12.	Click the **Save for Later** button. 

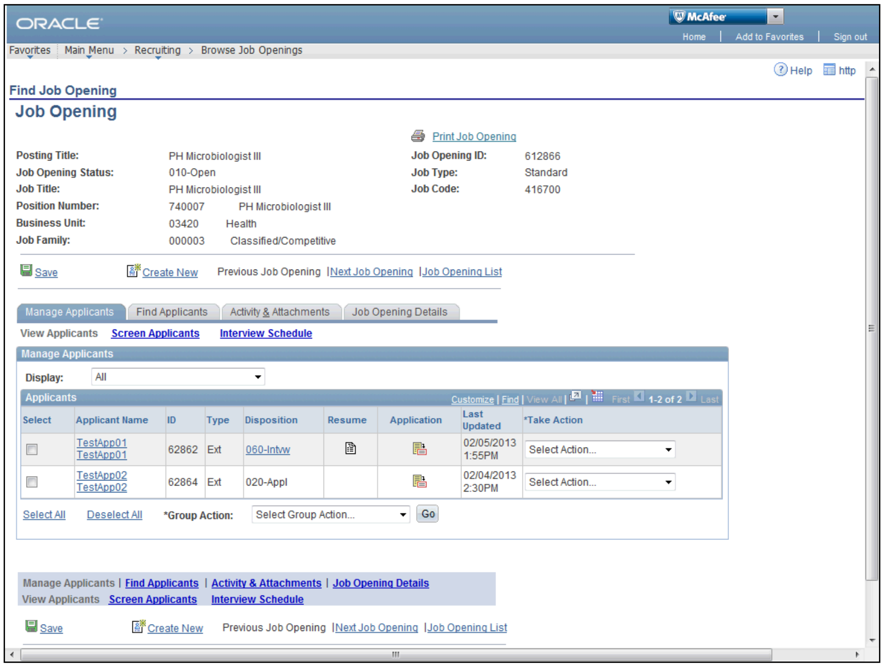
Step	Action
13.	Click the **Return to Previous Page** link. Return to Previous Page



Step	Action
14.	Click the **Browse Job Openings** link. Browse Job Openings



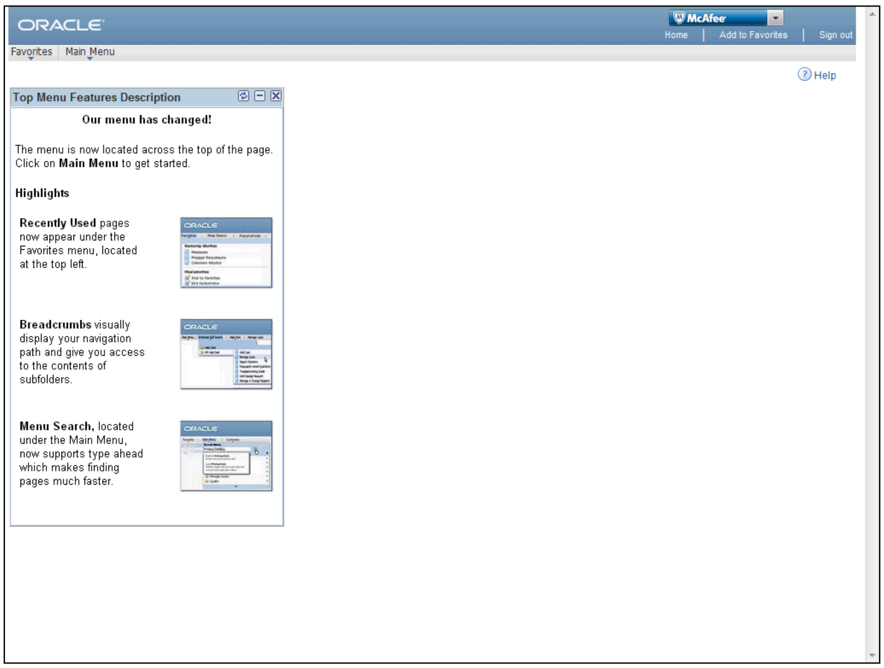
Step	Action
15.	Select the Job Opening. For this example: Click the **PH Microbiologist III** link. PH Microbiologist III

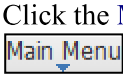
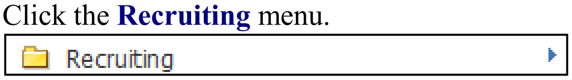


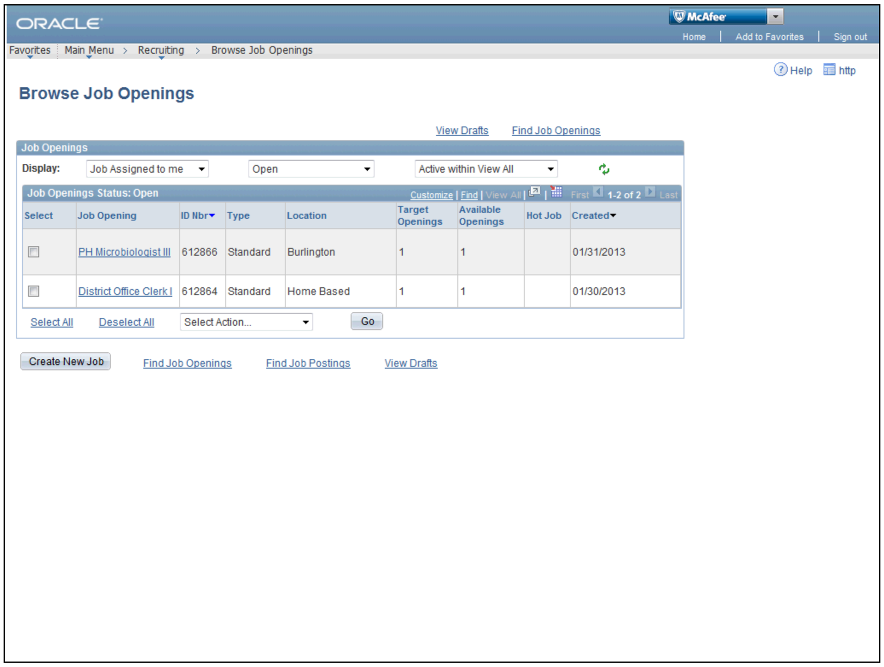
Step	Action
16.	Click the **Home** link. 
17.	**End of Procedure.**

Recruitment_Forward Applicant

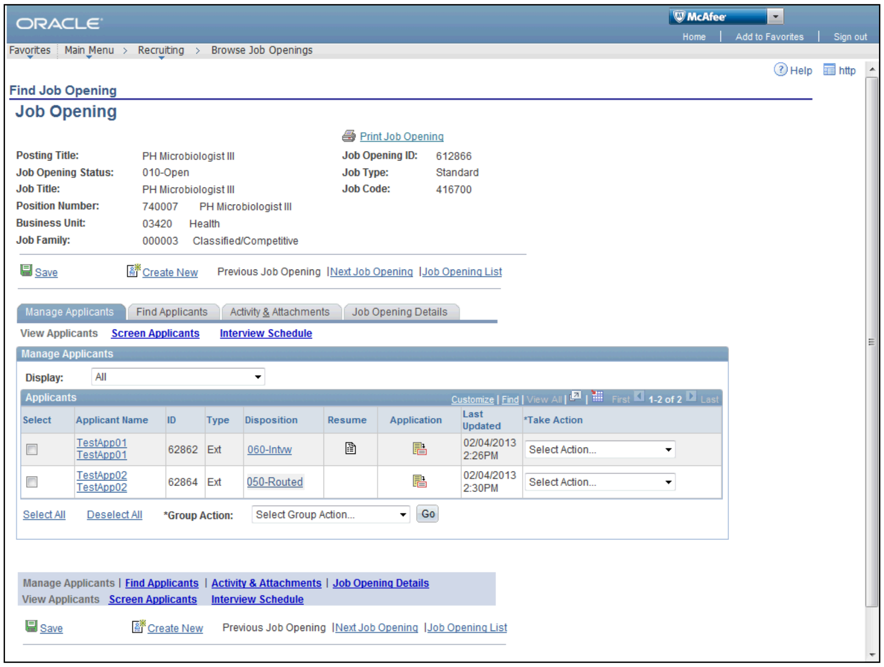
Procedure



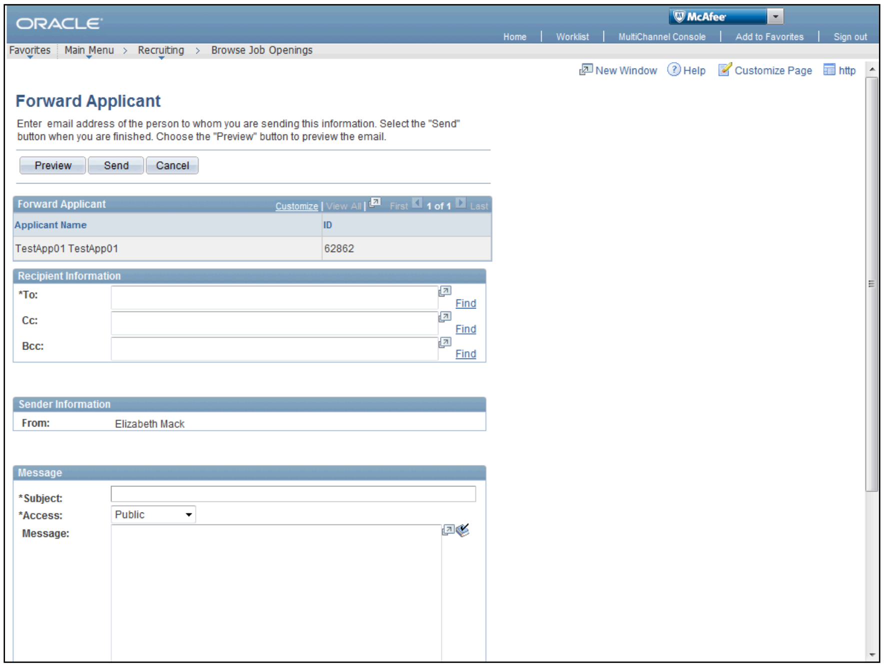
Step	Action
1.	Click the **Main Menu** button. 
2.	Click the **Recruiting** menu. 
3.	Click the **Browse Job Openings** menu. 

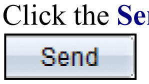


Step	Action
4.	Select the Job Opening. For this example: Click the **PH Microbiologist III** link. PH Microbiologist III



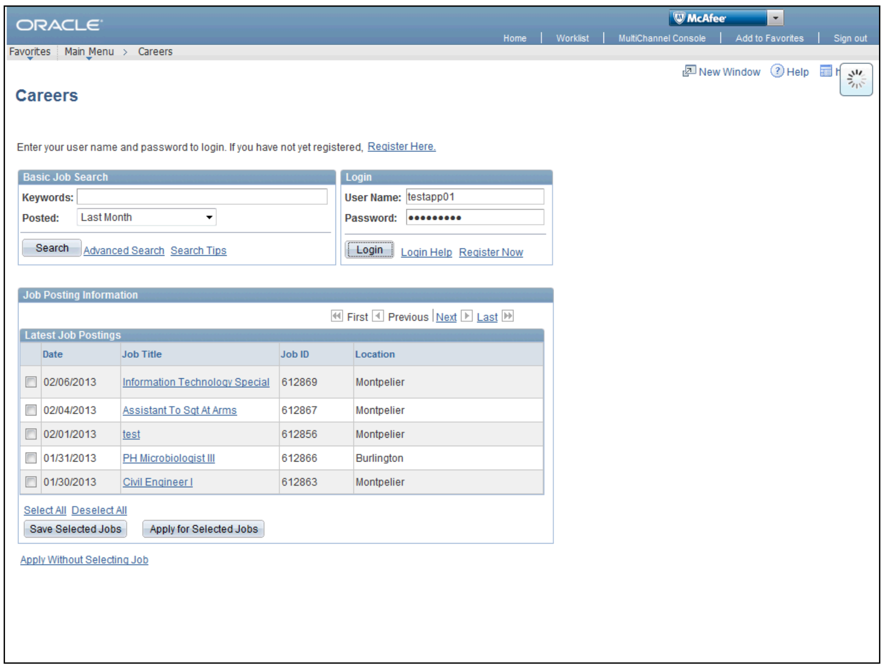
Step	Action
5.	Click the **Take Action** list. Select Action...
6.	Click the **Forward Applicant** list item. Forward Applicant

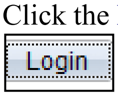


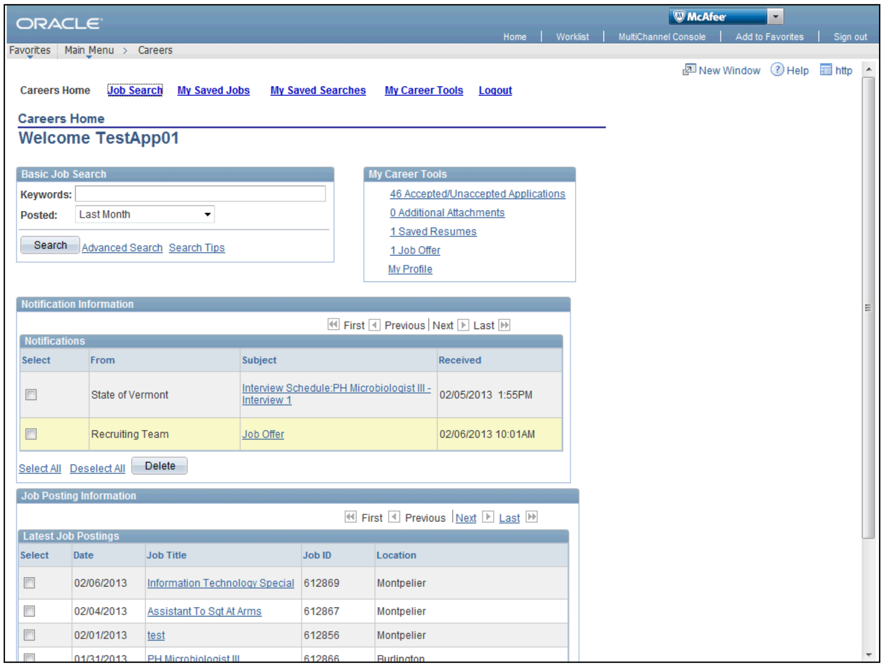
Step	Action
7.	Click in the **To** field.
8.	Enter the desired information into the **To:** field. Enter "**pepper.potts@state.vt.us**".
9.	Enter the desired information into the **Cc:** field. Enter "**sally.hall@state.vt.us**".
10.	Click in the **Subject** field.
11.	Enter the desired information into the **Subject** field. Enter "**Prepare Offer Letter**".
12.	Click in the **Message** field.
13.	Enter a brief message to explain why you are forwarding the applicant(s). If you are making a request for HR to prepare a job offer, include a tentative Start Date for the new employee whenever possible.
14.	Click the **Send** button. 
15.	**End of Procedure.**

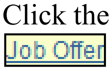
Recruitment_Applicant Accepts Job Offer

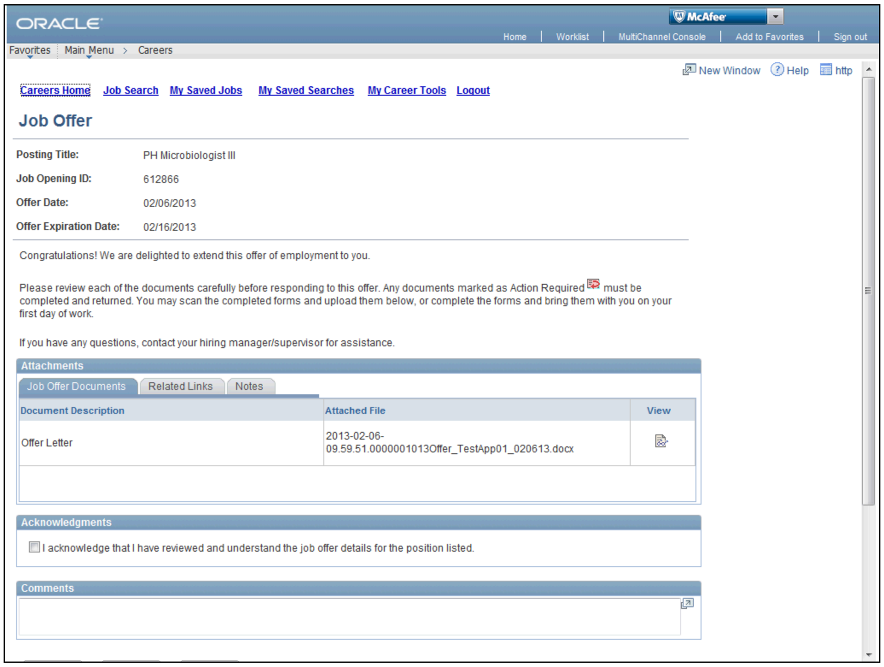
Procedure



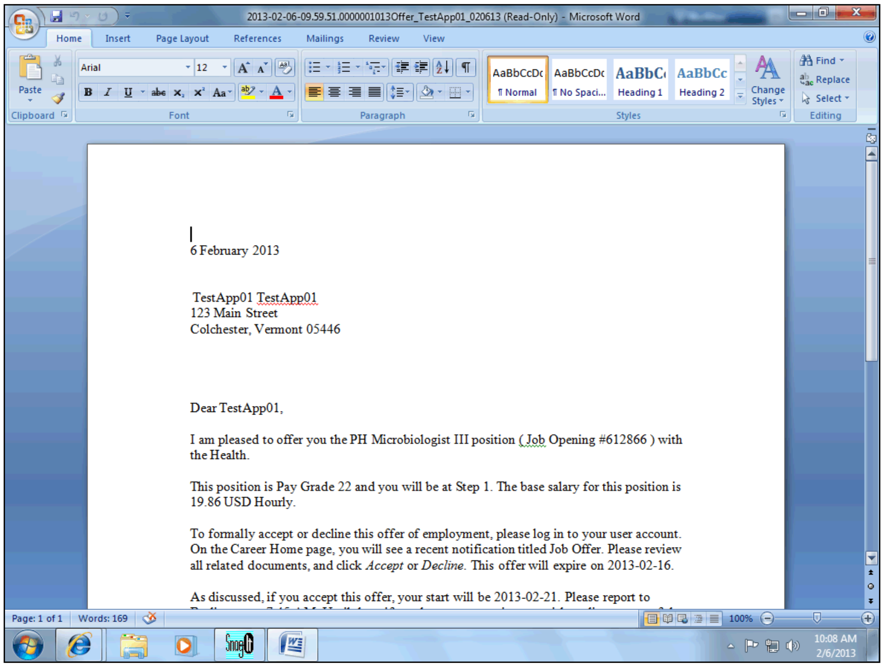
Step	Action
1.	Click the **Login** button. 



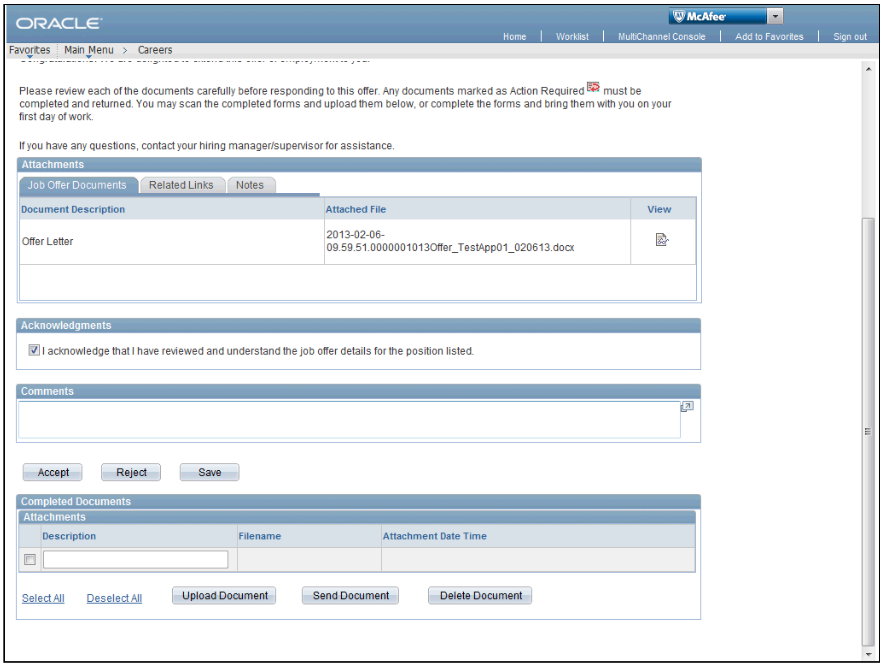
Step	Action
2.	Click the **Job Offer** link. 

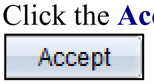
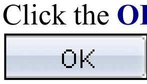
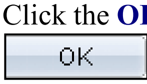
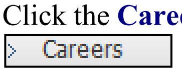


Step	Action
3.	Press the **[Ctrl]** key and click the **View** button. 



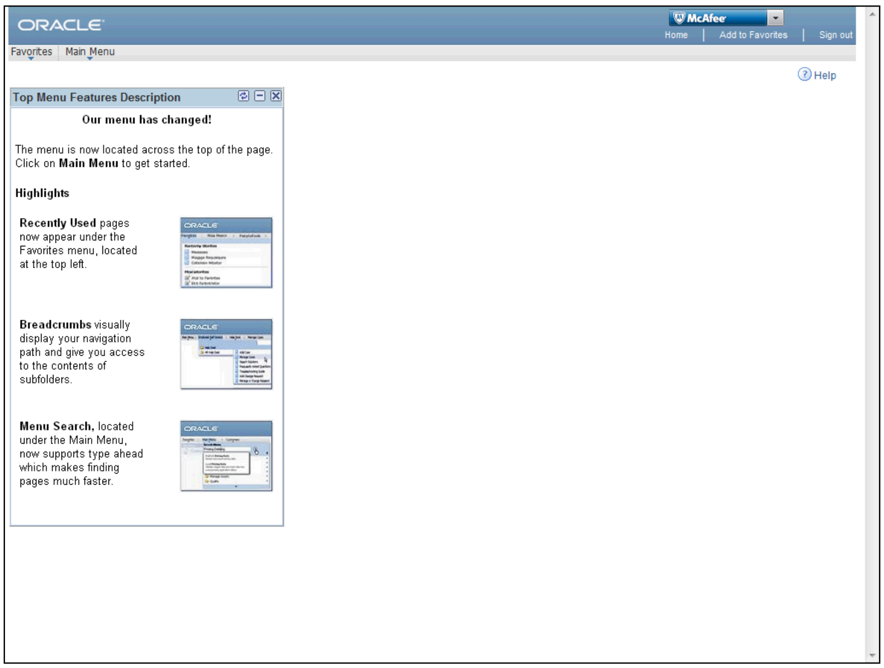
Step	Action
4.	Review the offer letter. Click the **Close** button. 

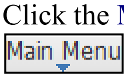
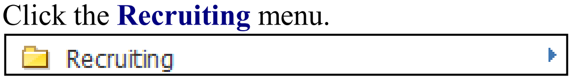


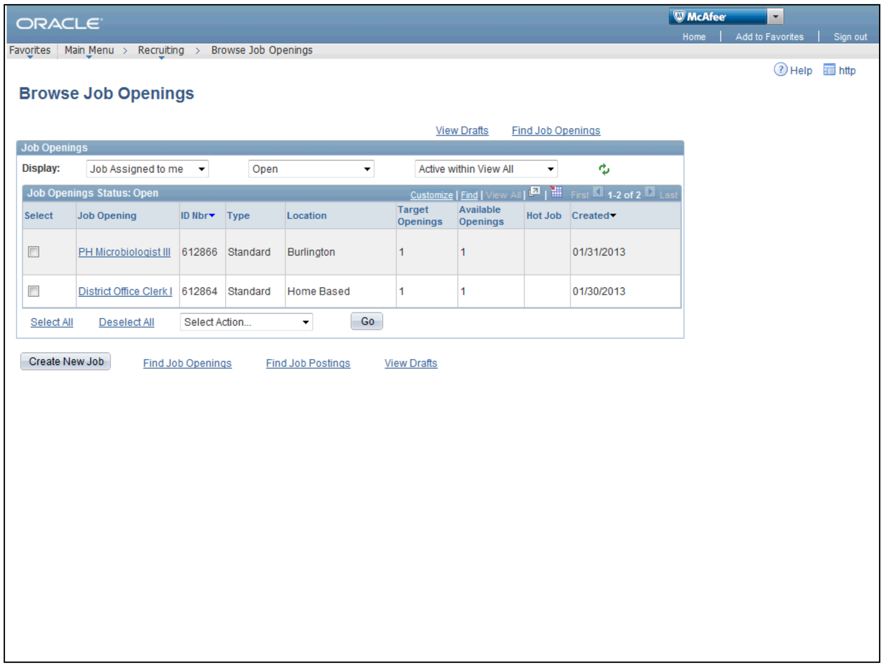
Step	Action
5.	Click the **acknowledgement checkbox** option. 
6.	Click the **Accept** button. 
7.	Click the **OK** button. 
8.	Click the **OK** button. 
9.	Click the **Careers Home** link. 
10.	**End of Procedure.**

Recruitment_Reject Applicant & Send Correspondence

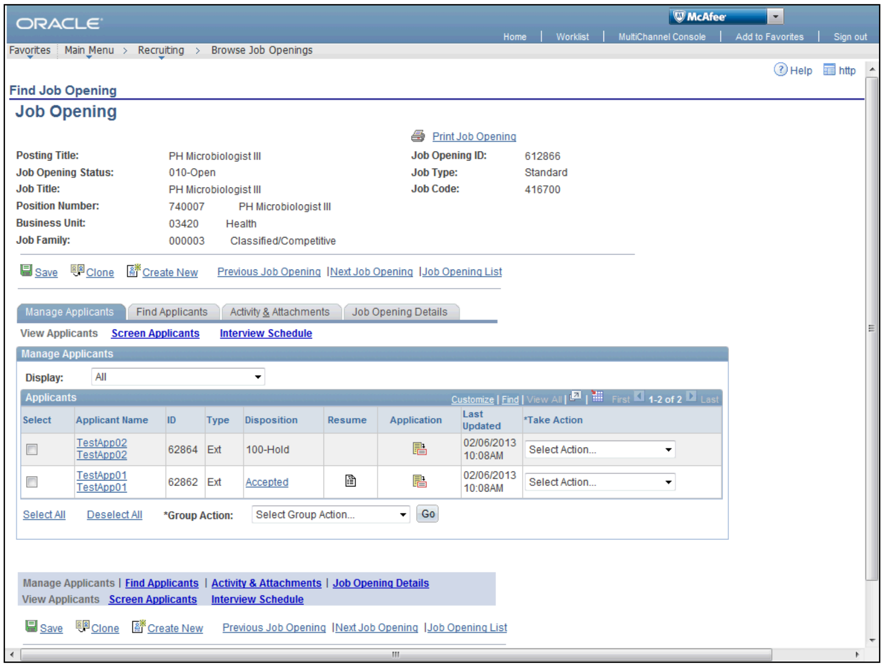
Procedure

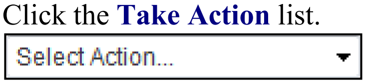


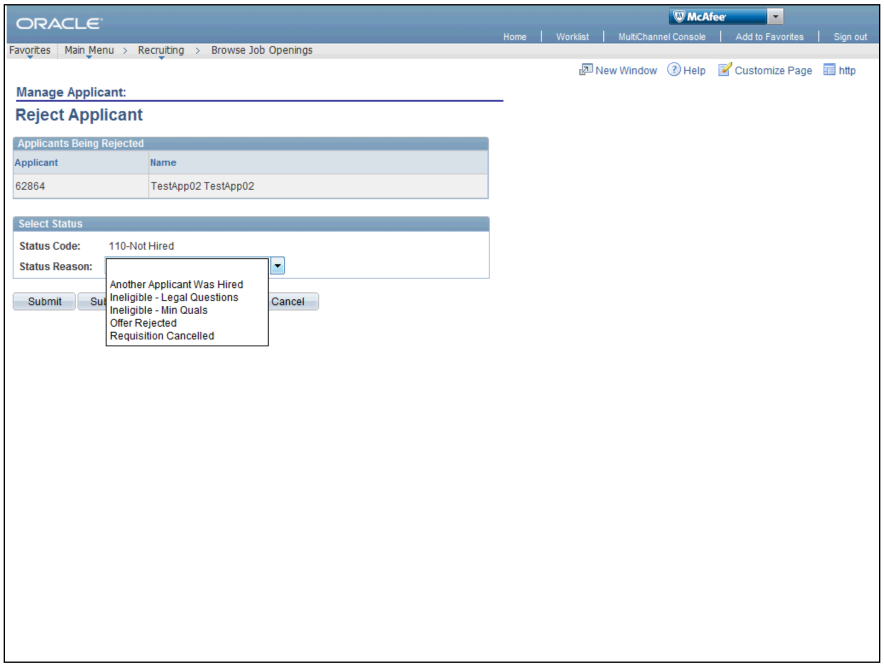
Step	Action
1.	Click the **Main Menu** button. 
2.	Click the **Recruiting** menu. 
3.	Click the **Browse Job Openings** menu. 



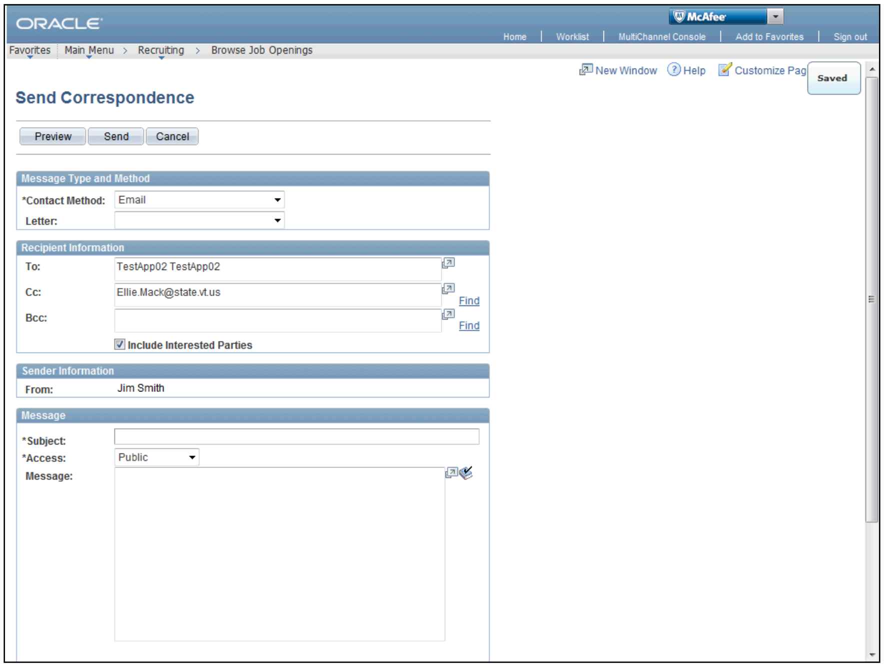
Step	Action
4.	Select the Job Opening. For this example: Click the **PH Microbiologist III** link. PH Microbiologist III

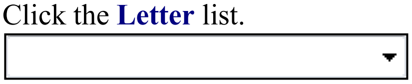
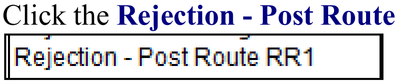
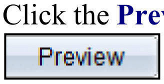


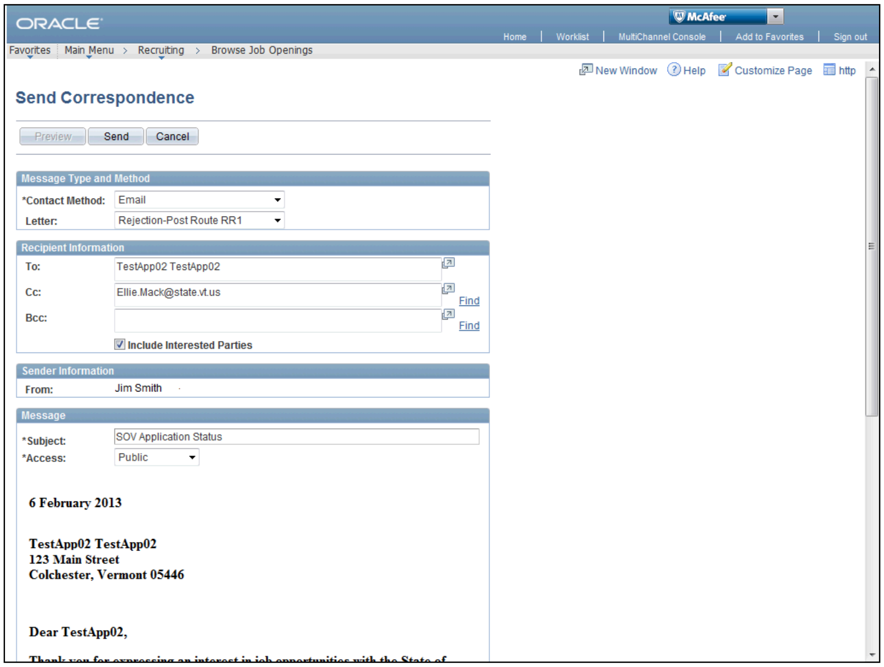
Step	Action
5.	Click the **Take Action** list. 
6.	Click the **Reject Applicant** list item. 



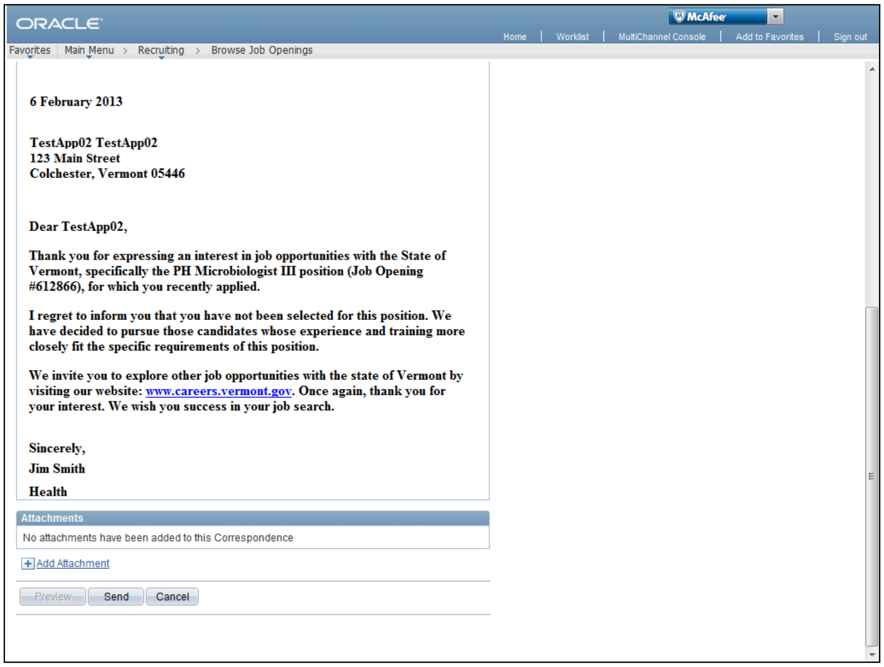
Step	Action
7.	Click the **Another Applicant was Hired** list item. Another Applicant Was Hired
8.	Click the **Submit & Send Correspondence** button. Submit & Send Correspondence

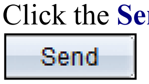


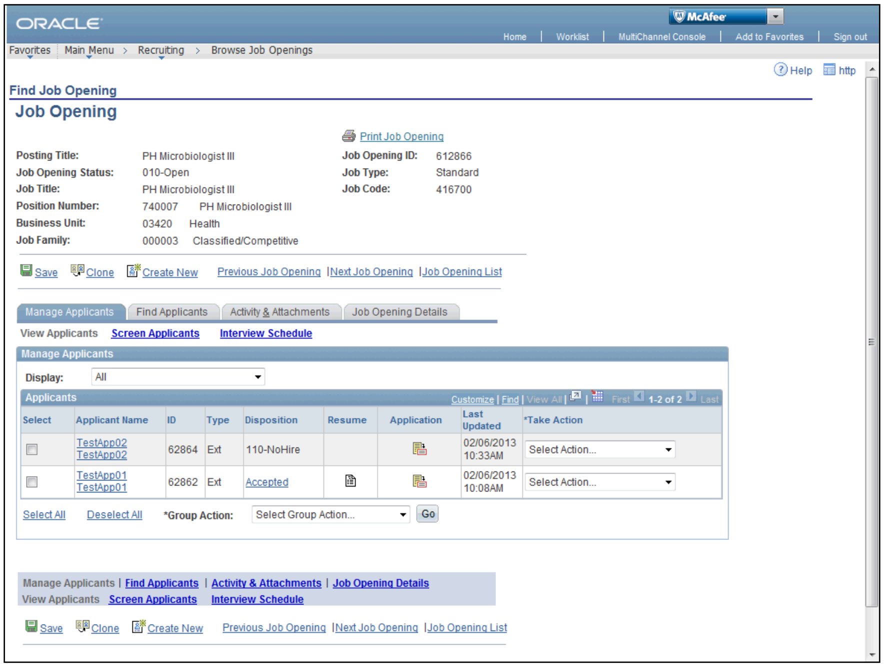
Step	Action
9.	Click the **Letter** list. 
10.	There are two standard rejection letters: **Interviewed IR**: Rejection letter to someone who was interviewed for the position. **Post Route RR1**: Rejection letter to someone who was on the Routed Candidate List but NOT interviewed. For this example Click the **Rejection - Post Route RR1** list. 
11.	Enter the desired information into the **Subject** field. Enter "**SOV Application Status**".
12.	Click the **Preview** button. 



Step	Action
13.	Move down the page. Click the **Scrollbar**.



Step	Action
14.	Click the **Send** button. 



Step	Action
15.	Point to the **110-No Hire** object.
16.	**End of Procedure.**

Prepare Job Offer

Resource for Field DHR

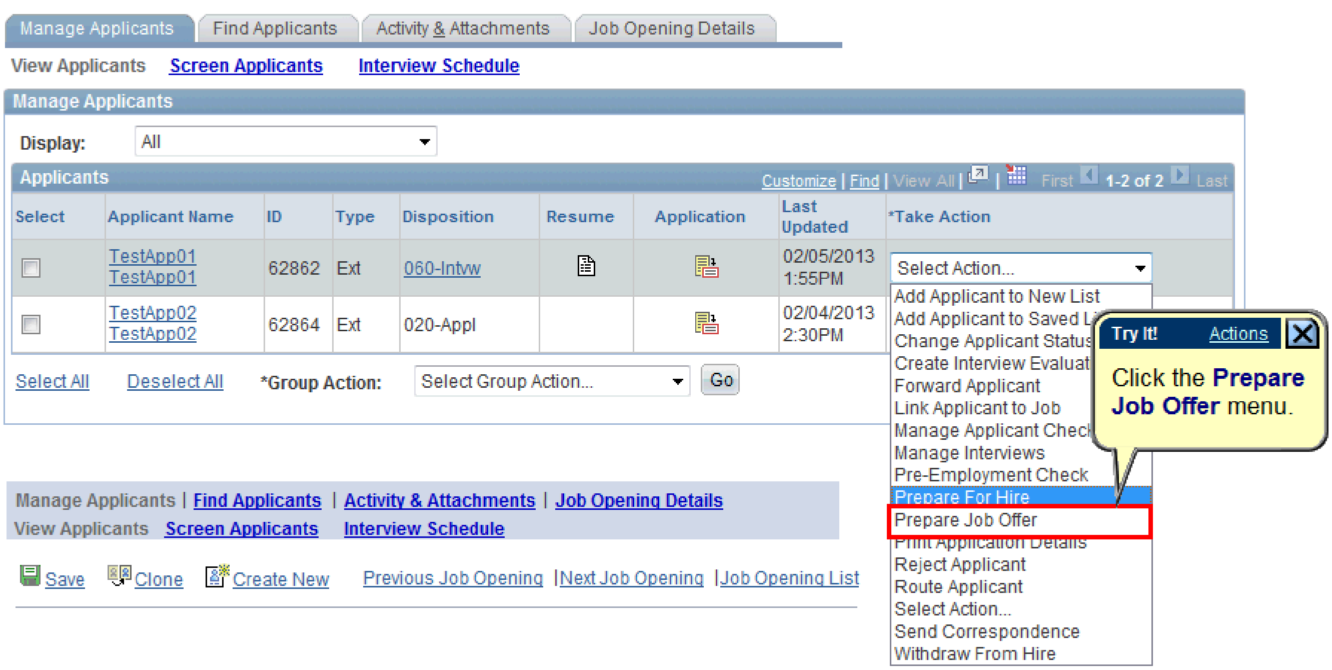
Navigate to the Job Opening: Main Menu > Recruiting > Browse Job Openings or Find Job Openings

IMPORTANT!

Before you prepare an offer letter, confirm the Hiring Manager has indicated which candidates were interviewed in the system. If they have done this, you will see candidates with the status 060-Interview.

Navigate to the Prepare Job Offer page

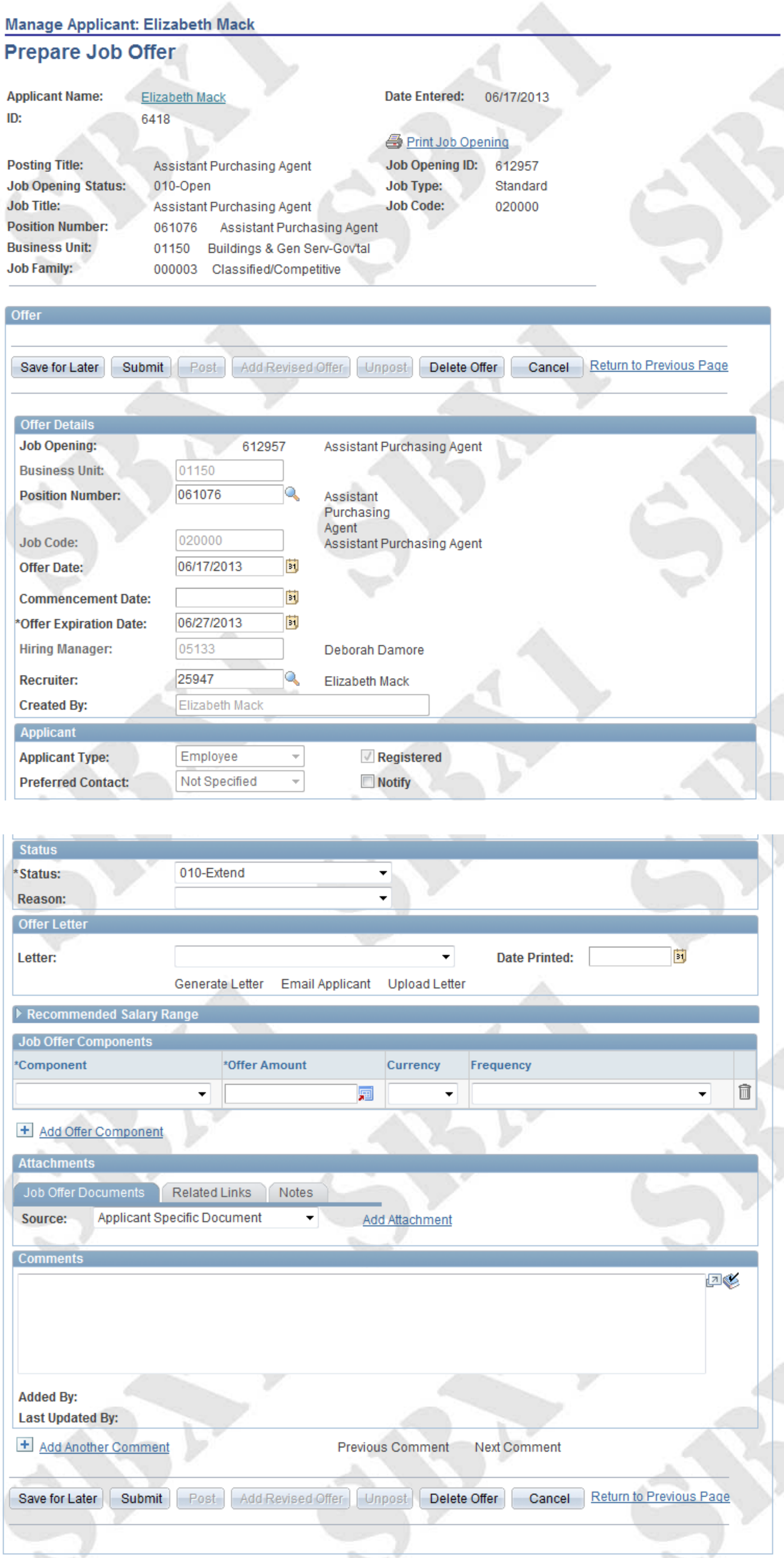
Identify the candidate selected for offer. The candidate should be in 060-Interview status.
Click “Prepare Job Offer” from the Take Action dropdown menu.



Before you begin, you should note….

- ✓ The Job Opening ID
- ✓ Is the position Limited or Temporary (if so, end date)
- ✓ Salary info of current employees
- ✓ Is there a Hire-into-Range?
- ✓ Has Tax Compliance been completed?
- ✓ Start date

This is the Prepare Job Offer page.



Manage Applicant: Elizabeth Mack

Prepare Job Offer

Applicant Name: Elizabeth Mack
ID: 6418

Date Entered: 06/17/2013

Print Job Opening

Posting Title: Assistant Purchasing Agent
Job Opening Status: 010-Open
Job Title: Assistant Purchasing Agent
Position Number: 061076 Assistant Purchasing Agent
Business Unit: 01150 Buildings & Gen Serv-Gov'tal
Job Family: 000003 Classified/Competitive

Job Opening ID: 612957
Job Type: Standard
Job Code: 020000

Offer

Save for Later | Submit | Post | Add Revised Offer | Unpost | Delete Offer | Cancel | Return to Previous Page

Offer Details

Job Opening: 612957 Assistant Purchasing Agent
Business Unit: 01150
Position Number: 061076 Assistant Purchasing Agent
Job Code: 020000 Assistant Purchasing Agent
Offer Date: 06/17/2013
Commencement Date:
*Offer Expiration Date: 06/27/2013
Hiring Manager: 05133 Deborah Damore
Recruiter: 25947 Elizabeth Mack
Created By: Elizabeth Mack

Applicant

Applicant Type: Employee
Preferred Contact: Not Specified
Registered
Notify

Status

*Status: 010-Extend
Reason:

Offer Letter

Letter:
Date Printed:
Generate Letter | Email Applicant | Upload Letter

Recommended Salary Range

Job Offer Components

*Component	*Offer Amount	Currency	Frequency

Add Offer Component

Attachments

Job Offer Documents | Related Links | Notes

Source: Applicant Specific Document
Add Attachment

Comments

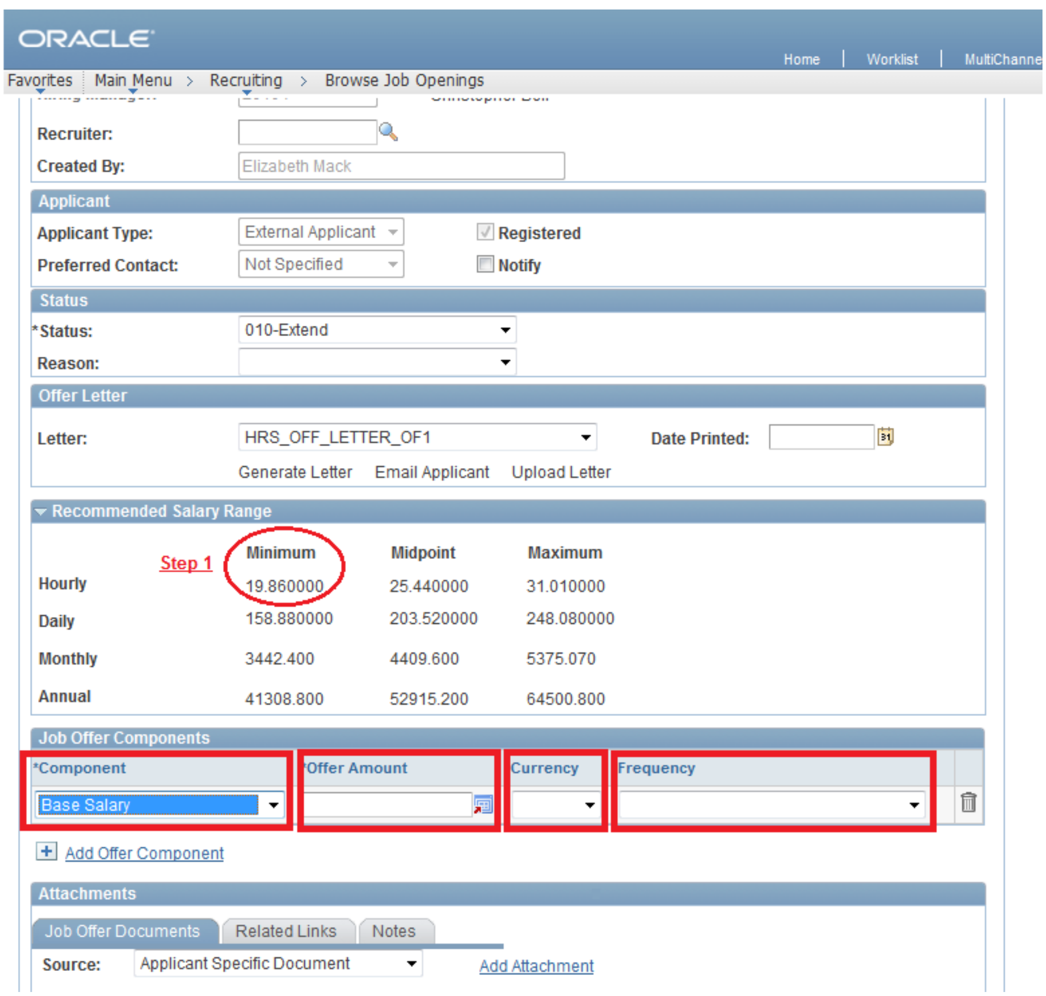
Added By:
Last Updated By:

Add Another Comment | Previous Comment | Next Comment

Save for Later | Submit | Post | Add Revised Offer | Unpost | Delete Offer | Cancel | Return to Previous Page

Steps to Prepare Job Offer

1. In ***Commencement Date*** field, enter start date. This is a required field – if the true start date is TBD, you can update the actual offer letter to say "to be determined."
2. Note the ***Offer Expiration*** field. The system will default to 10 days, but you can change it if you wish. The offer expiration date must be before the commencement date.
3. Scroll to the ***Offer Letter*** section. Select a letter from the Letter dropdown menu.
    a. HRS_OFF_LETTER_OF1 – Letter for internal candidates
    b. HRS_OFF_LETTER_OF2 – Letter for external candidates
    c. DO NOT enter a date in the *Date Printed* field. The date will populate automatically later in the process of creating the offer letter.
4. Click the expand section arrow next to ***Recommended Salary Range*****.** You should see the pay range for the particular job, including minimum hourly rate.
5. Enter information using the dropdown menus under ***Job Offer Components***.
    a. ***Component*** = Base Salary
    b. ***Offer Amount*** = Enter the hourly rate. Most jobs will be Step 1, which should be displayed above in the Recommended Salary Range section.
    c. ***Currency*** = USD
    d. ***Frequency*** = Hourly



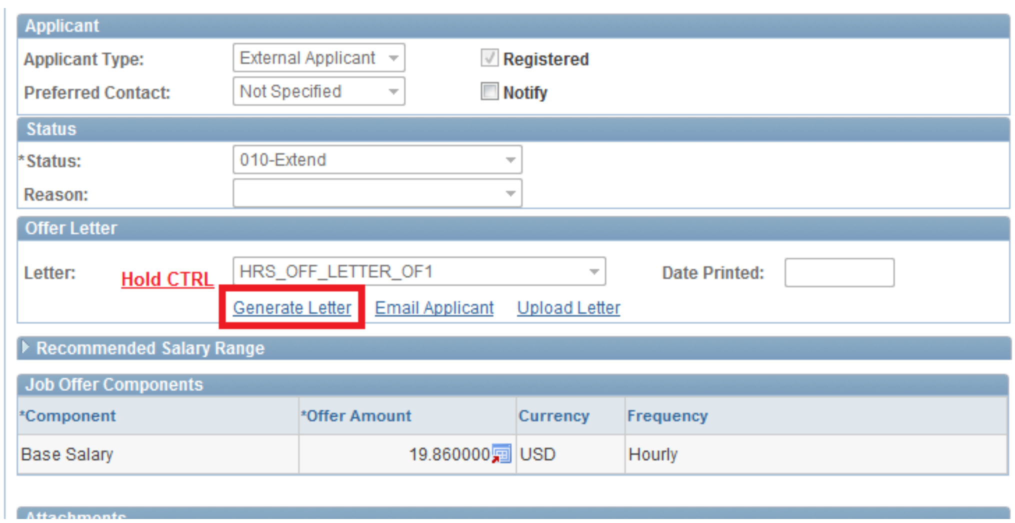
6. You are ready to submit the basic information for this job offer. Scroll to the bottom of the page and click ***Submit***. Once you click submit, the applicant's status will officially change to *Offer*, but the applicant will NOT receive a letter or e-mail yet.

The next several steps will explain how to generate the actual offer letter that will be posted in the applicant's account. There are two way to attach an offer letter.

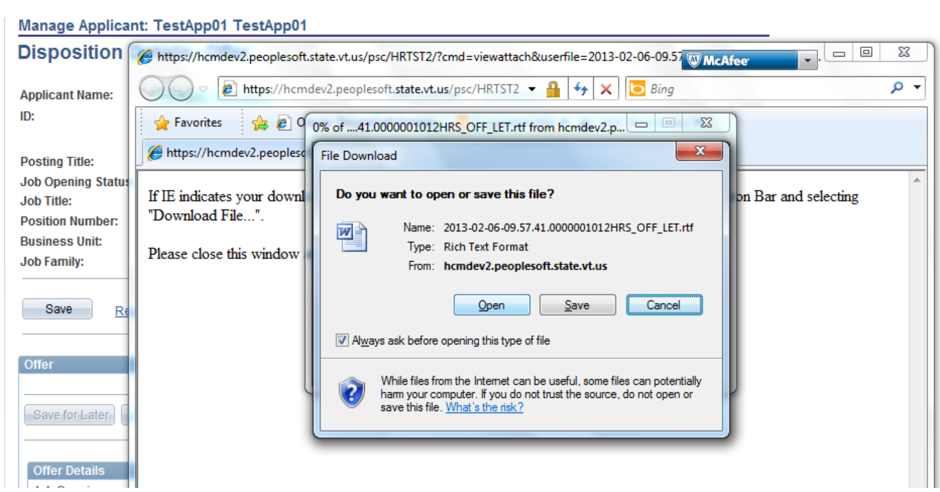
*<u>**Method 1 – Generate Letter from VTHR and Upload Revised Version**</u>*

7. Navigate back to the ***Offer Letter*** section. You will notice the links are now active.
8. **HOLD DOWN THE CONTROL KEY and click *Generate Letter*. Be patient. It may take several seconds for the document to open.**

*****If you don't hold down the control key, follow the steps listed under Method 2*****



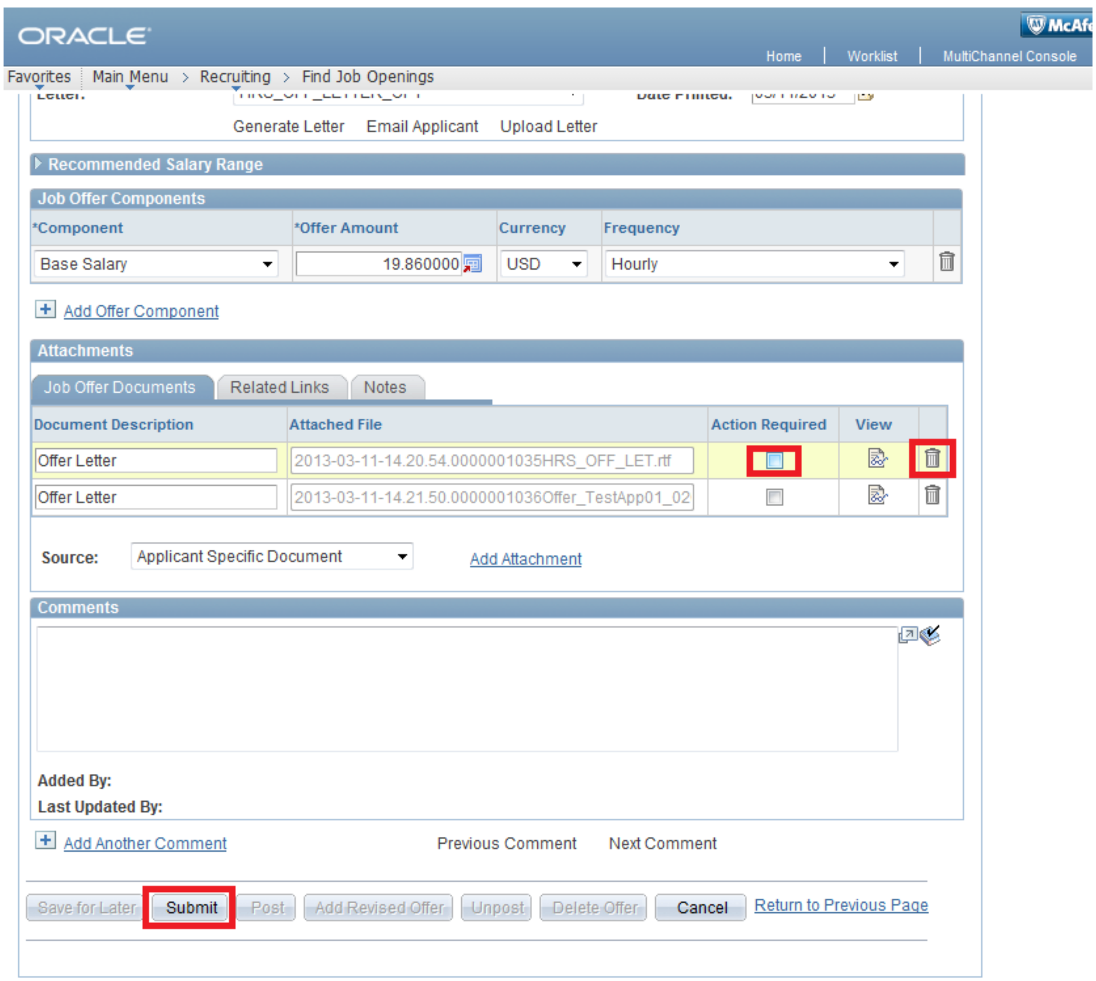
9. When prompted by Microsoft Work, click ***Open***.



10. Edit the offer letter as needed.
11. When you are done editing the letter, save the document to your computer. Close Microsoft Word.
12. On the Prepare Offer Letter Page, click on the ***Upload Letter*** link. Locate document on your PC.

Once you have uploaded the revised offer letter, it is necessary to remove the original version of the letter that was generated by the system. To do this, follow the steps below:

13. Scroll to the bottom of the page and click ***Edit Offer***.
14. Delete the original offer letter by clicking the trashcan icon.
15. Option: Select the "***Action Required***" checkbox. This will require applicants to view the document before they are able to accept the offer. If you do not want this option, leave the box unchecked.
16. Click ***Submit***. Page will refresh.

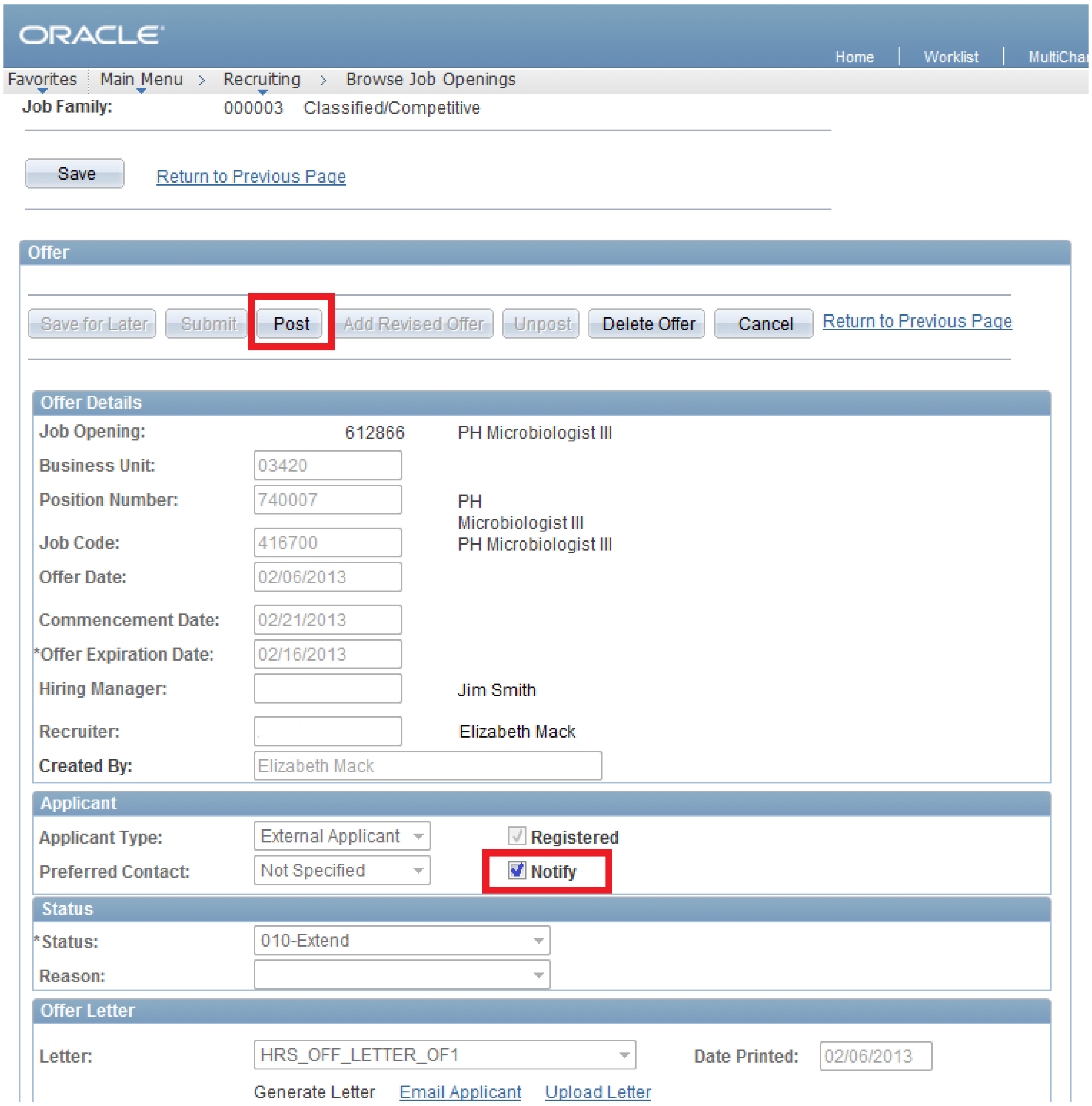


__**Method 2 – Upload Existing Document from PC**__

1. Navigate back to the ***Offer Letter*** section. You will notice the links are now active.
2. Click ***Upload Letter***. Locate the existing offer letter document on your PC.
3. Click Post. The Page will refresh.

Once you have uploaded the offer letter and the page refreshes, you are ready to post the offer. "Post" means that the offer letter itself will be sent to the applicant's account so they can log into VTHR to view and accept the offer.

17. Click the ***Notify Applicant*** checkbox.



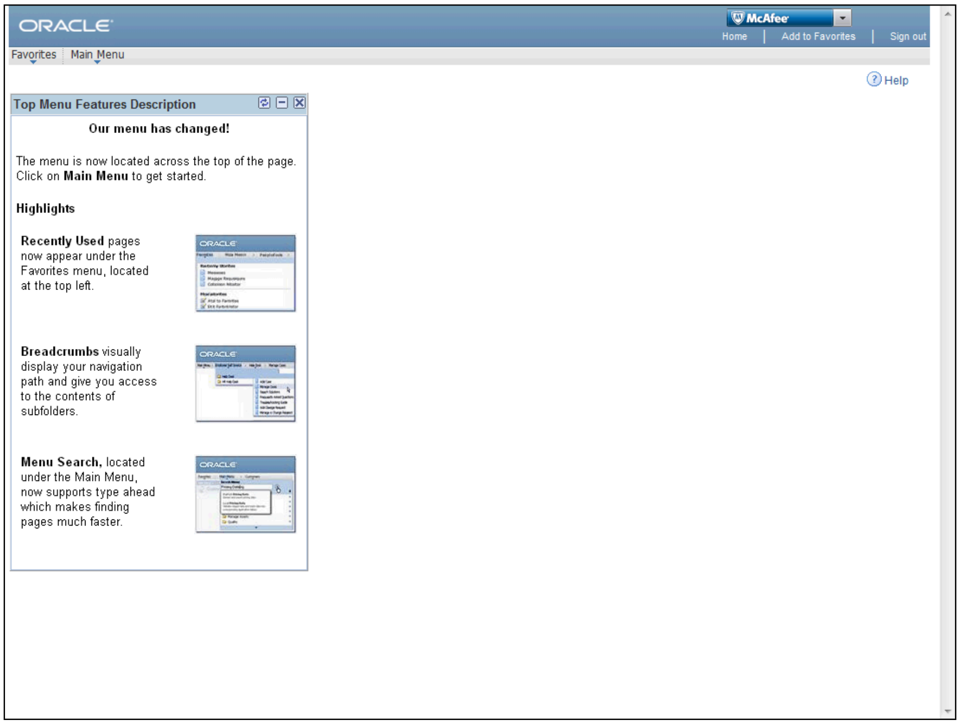
18. Click ***Post***. The system will warn you about to posting the offer. Click ***OK***.

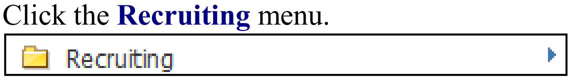
(Note: If you used Method 2 to attach the offer letter, the system will warn that you are about to submit an offer in which no letter was generated. It is giving you this warning because the "Generate Letter" tool wasn't used. As long as you successfully uploaded a document, the candidate will still get an offer letter!)

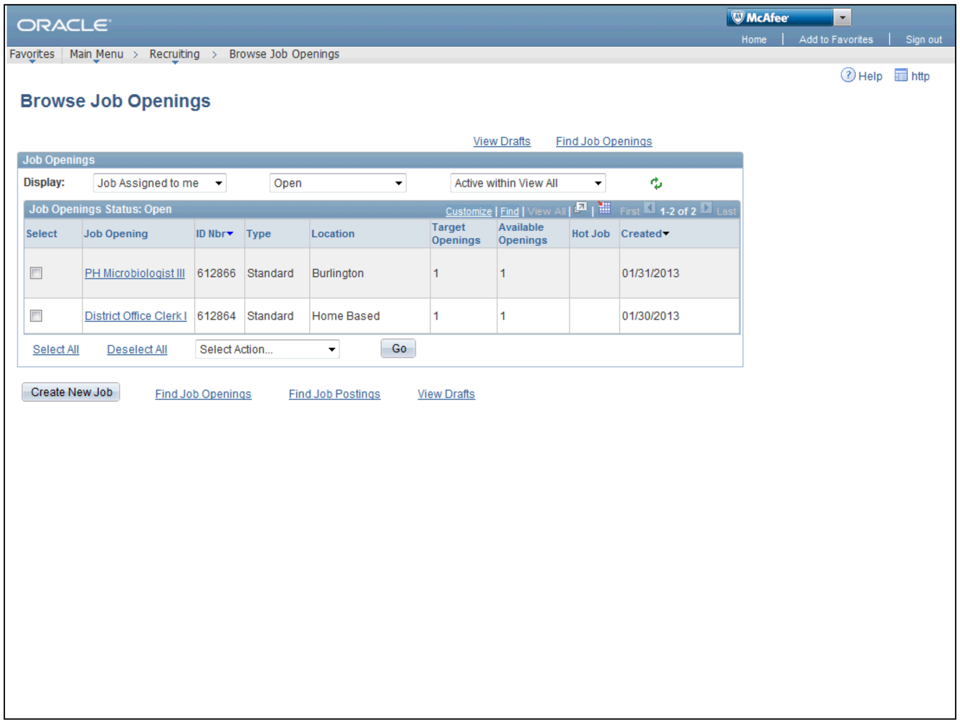
19. Click ***Submit***. A message will state the offer has been posted. Click ***OK***.
20. Click *Return to Previous Page*. You will see that the applicant's disposition is now 070-Offer.

Recruitment_DHR_Prepare Job Offer

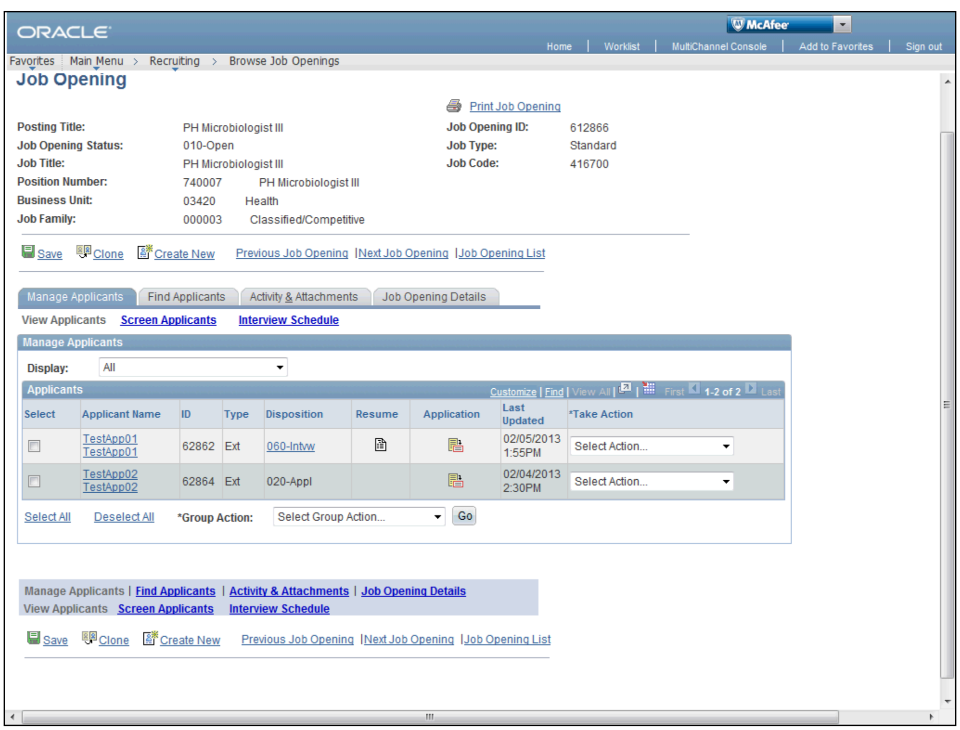
Procedure



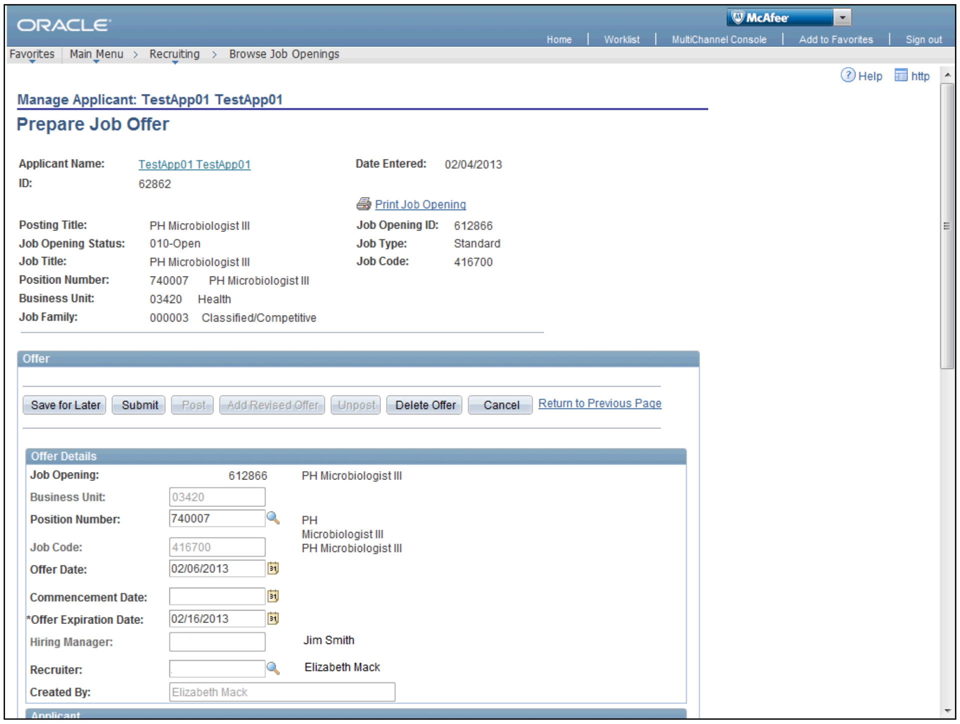
Step	Action
17.	Click the **Main Menu** button. 
18.	Click the **Recruiting** menu. 
19.	Click the **Browse Job Openings** menu. 



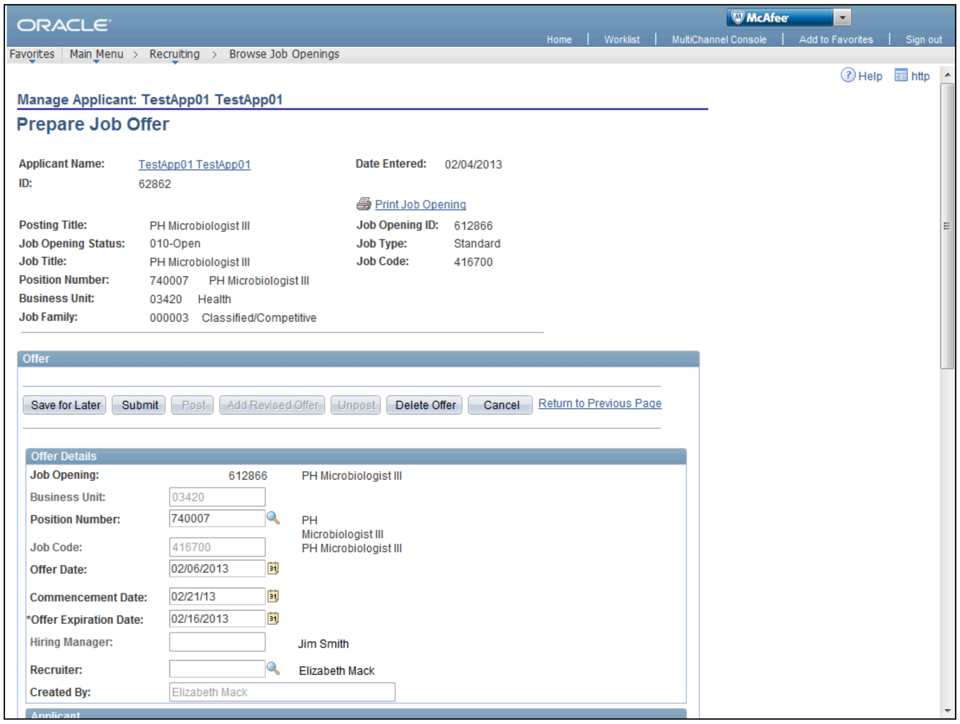
Step	Action
20.	Select the Job Opening. For this example: Click the **PH Microbiologist III** link. PH Microbiologist III



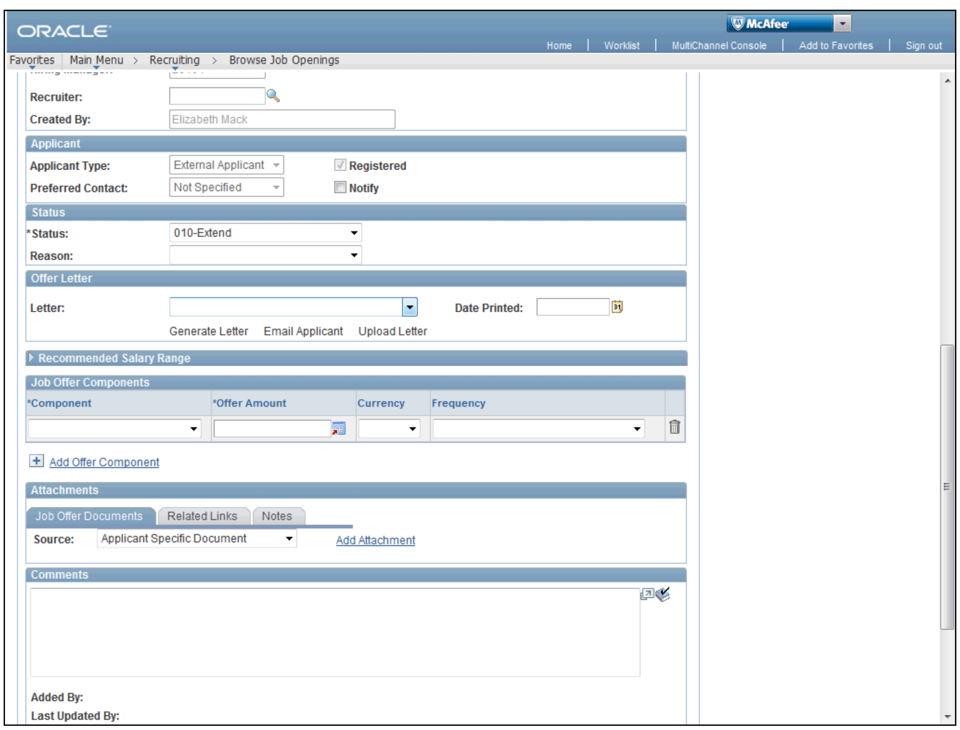
Step	Action
21.	Click the **Take Action** list. Select Action...
22.	Click the **Prepare Job Offer** menu. Prepare Job Offer



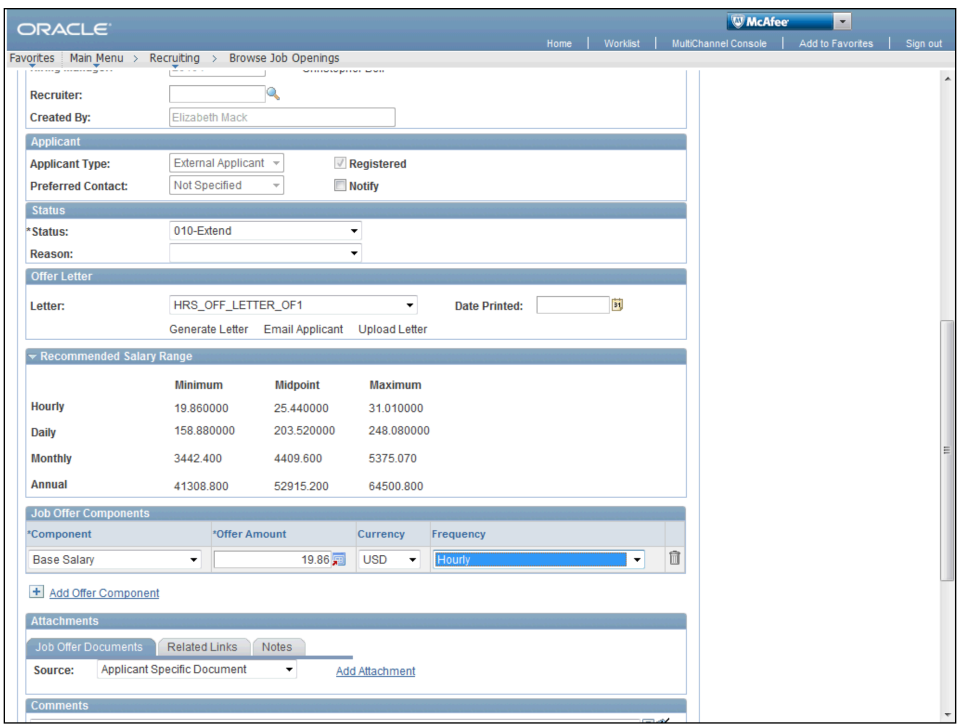
Step	Action
23.	Enter the desired information into the **Commencement Date** field. Enter "**02/21/13**".



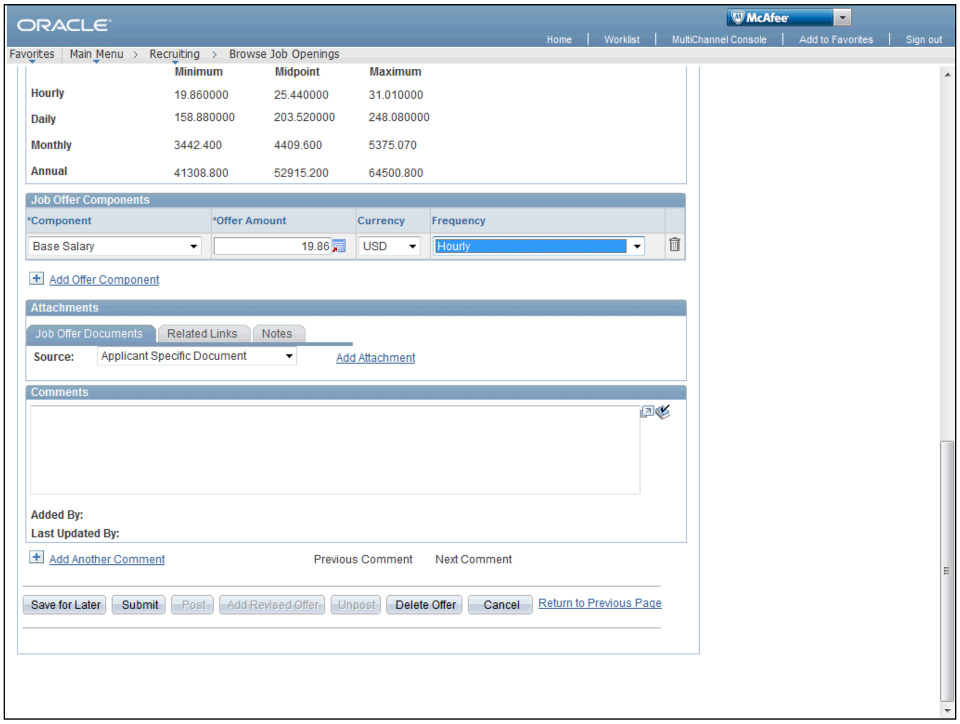
Step	Action
24.	Move down the page. Click the **Scrollbar**.



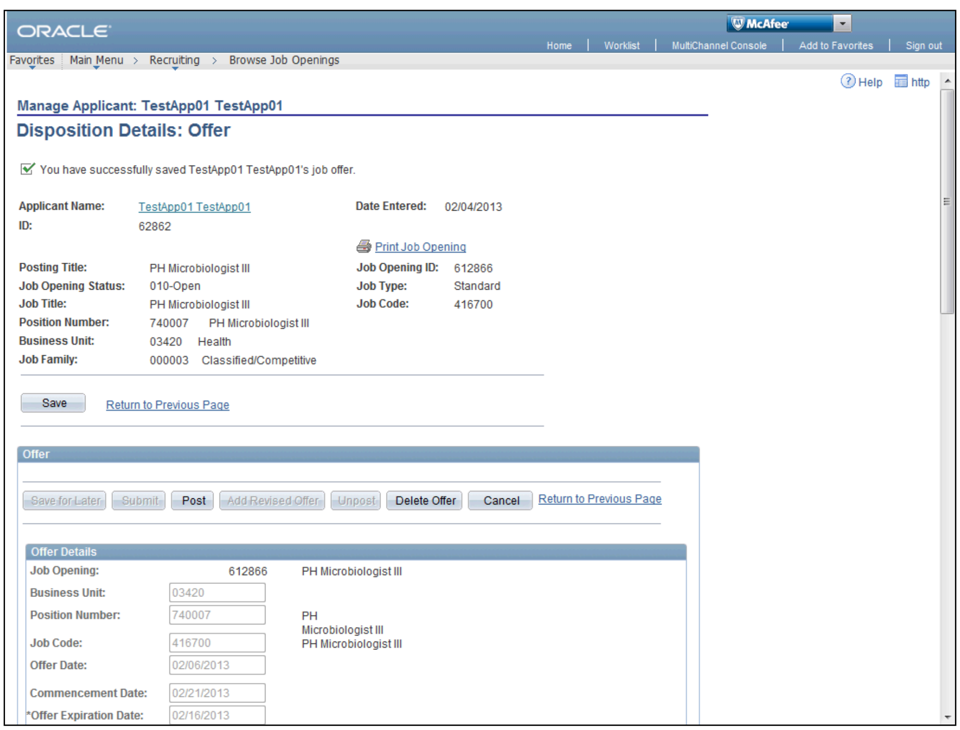
Step	Action
25.	Click the **Letter:** menu.
26.	Click the **HRS_OFF_LETTER_OF1** list item. HRS_OFF_LETTER_OF1
27.	Click the **Expand section** button.
28.	Click the **Component** list.
29.	Enter the desired information into the **Offer Amount** field. Enter "**19.86**".
30.	Click the **Hourly** list item. Hourly



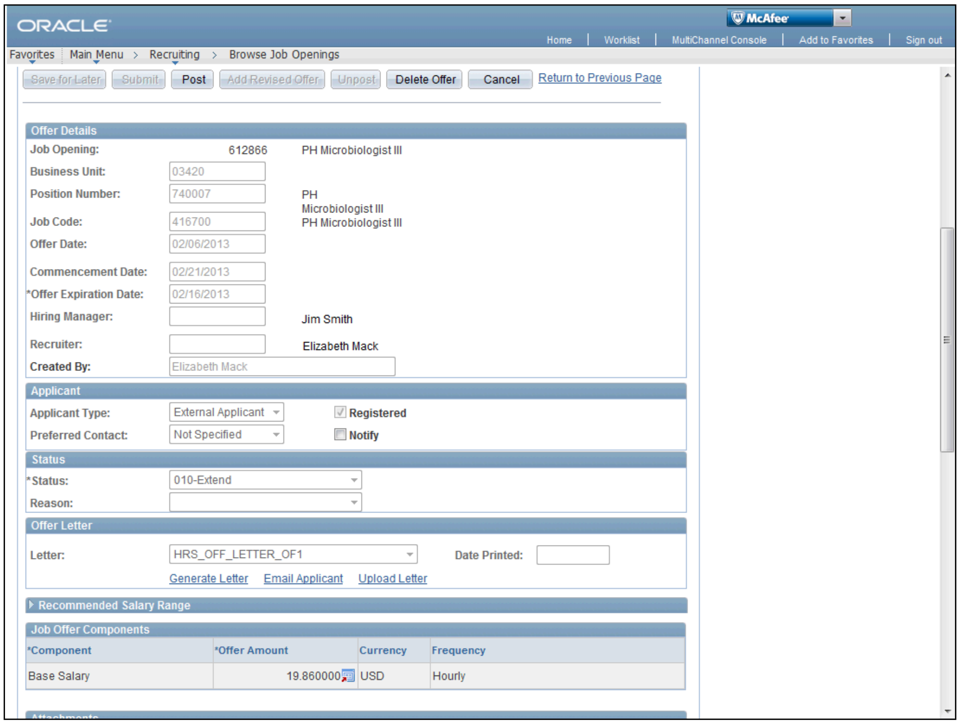
Step	Action
31.	Move down the page. Click the **Scrollbar**.

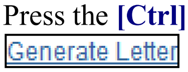


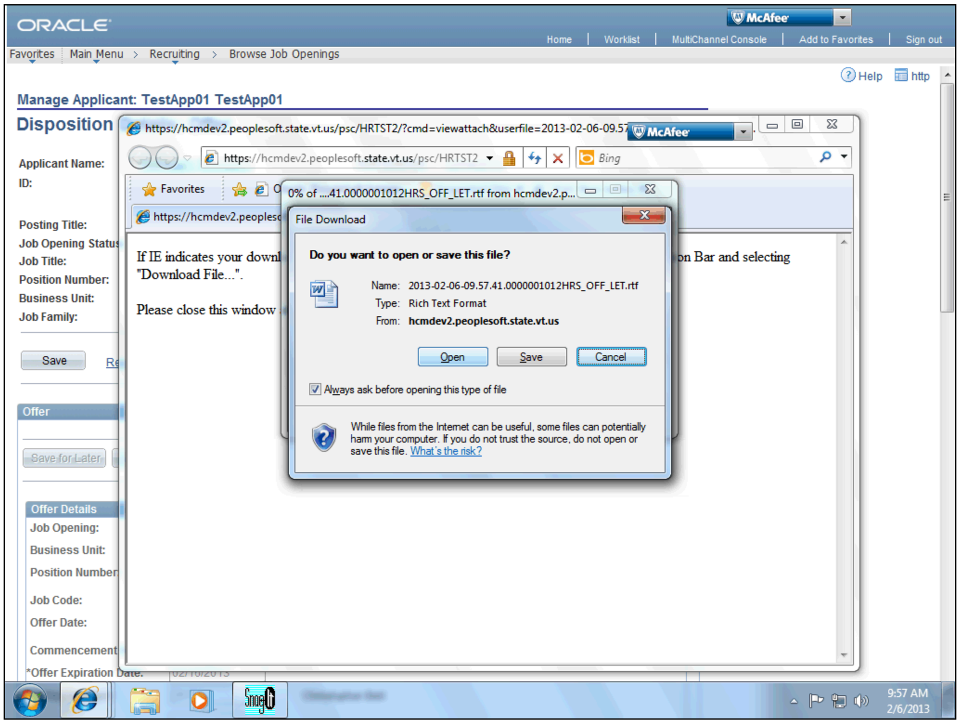
Step	Action
32.	Click the **Submit** button. Submit

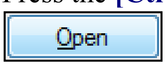


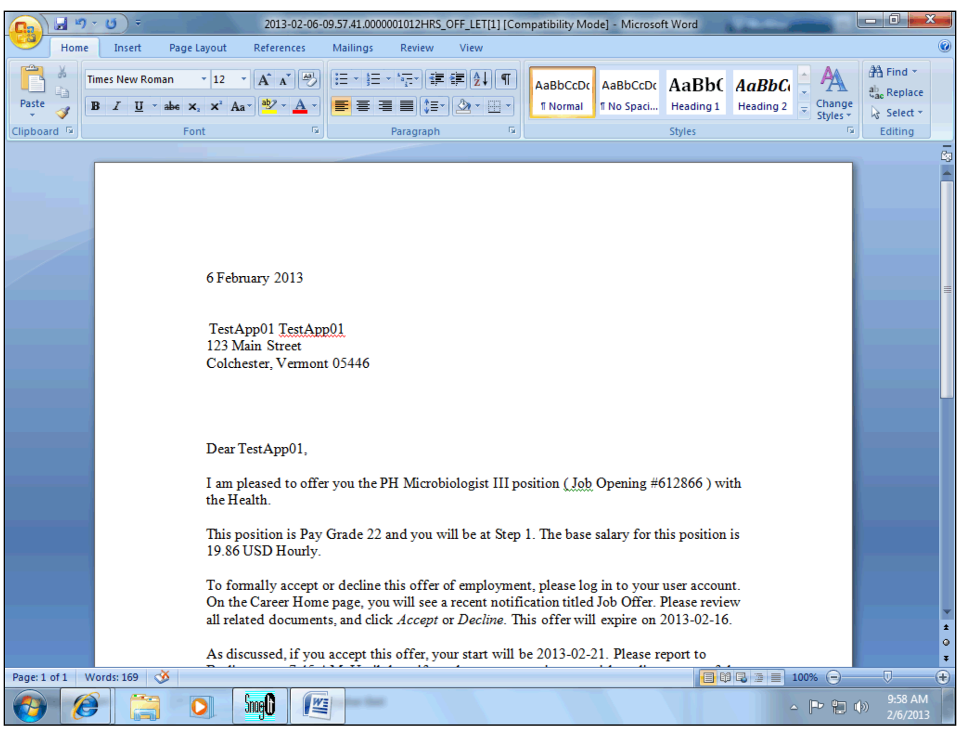
Step	Action
33.	Move down the page. Click the **Scrollbar**.

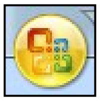
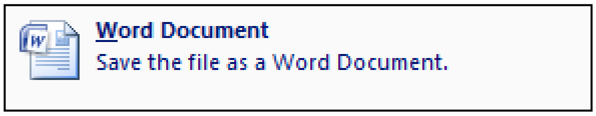


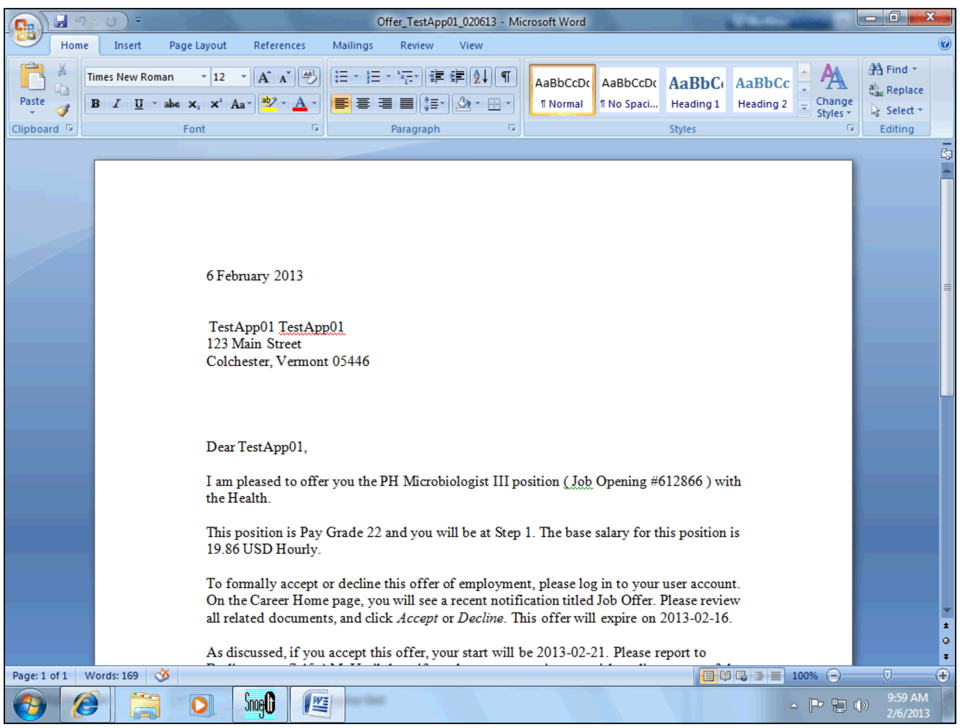
Step	Action
34.	Press the **[Ctrl]** key and click the **Generate Letter** link. 



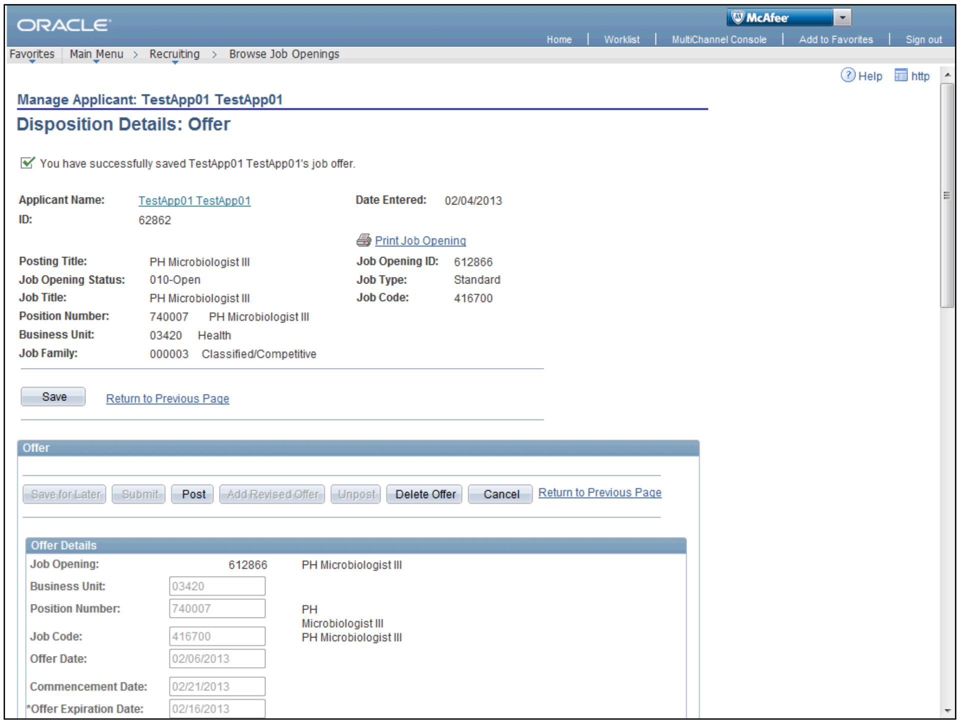
Step	Action
35.	Press the **[Ctrl]** key and click the **Open** button. 
	or Press **[Alt+O]**.



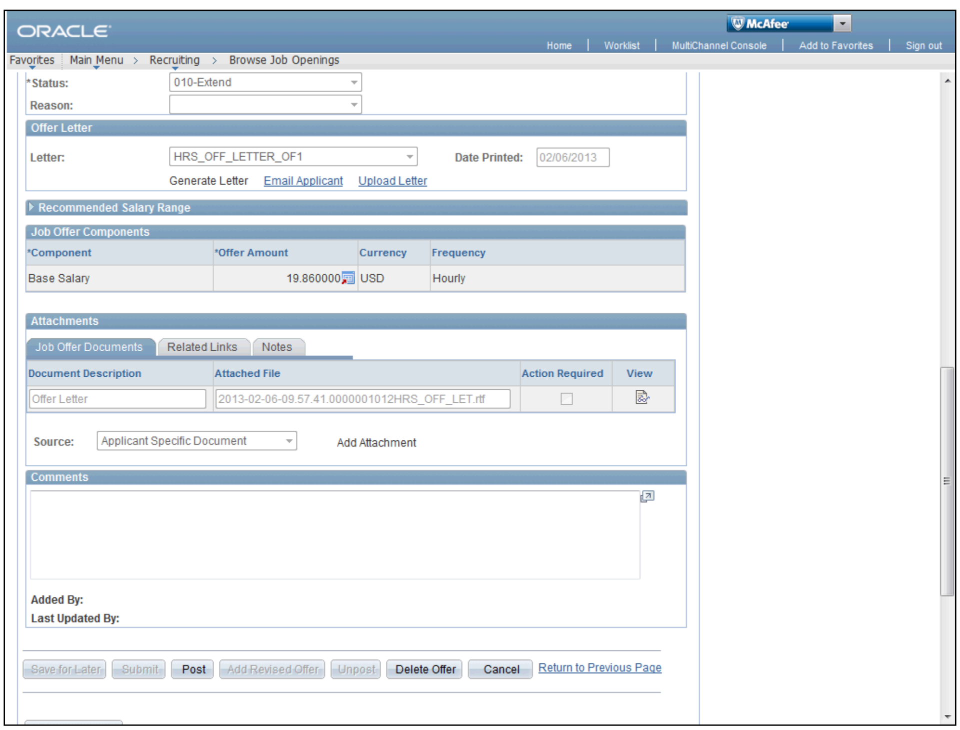
Step	Action
36.	Edit the letter and save the file to your computer. Click the **Office Button** button. 
37.	Click the **Word Document** menu. 
38.	Click the **Save** button. 



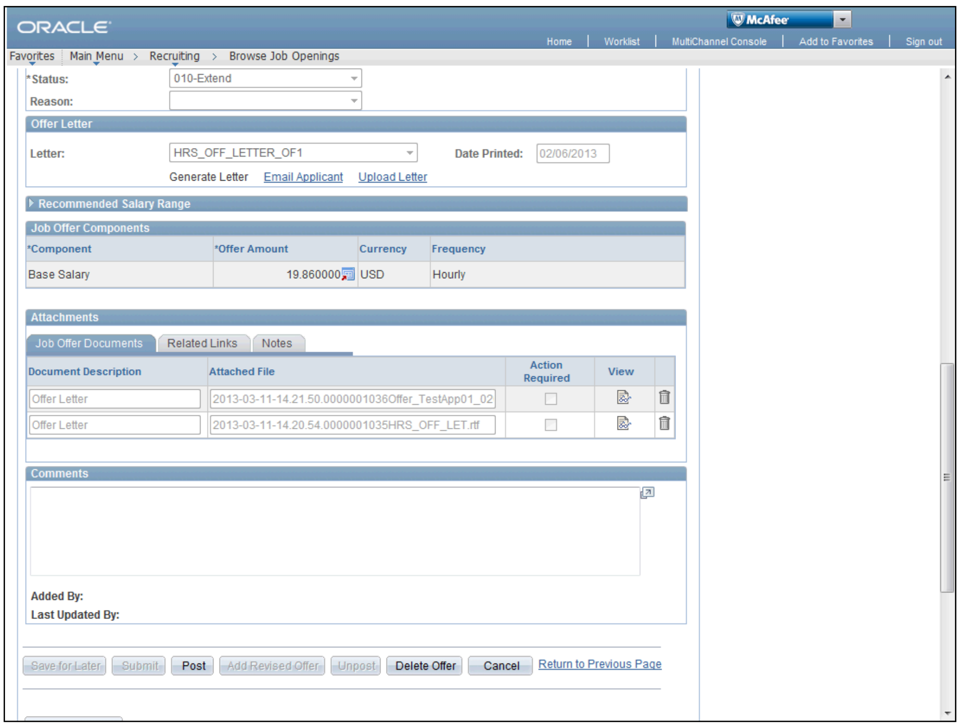
Step	Action
39.	Click the **Close** button. 



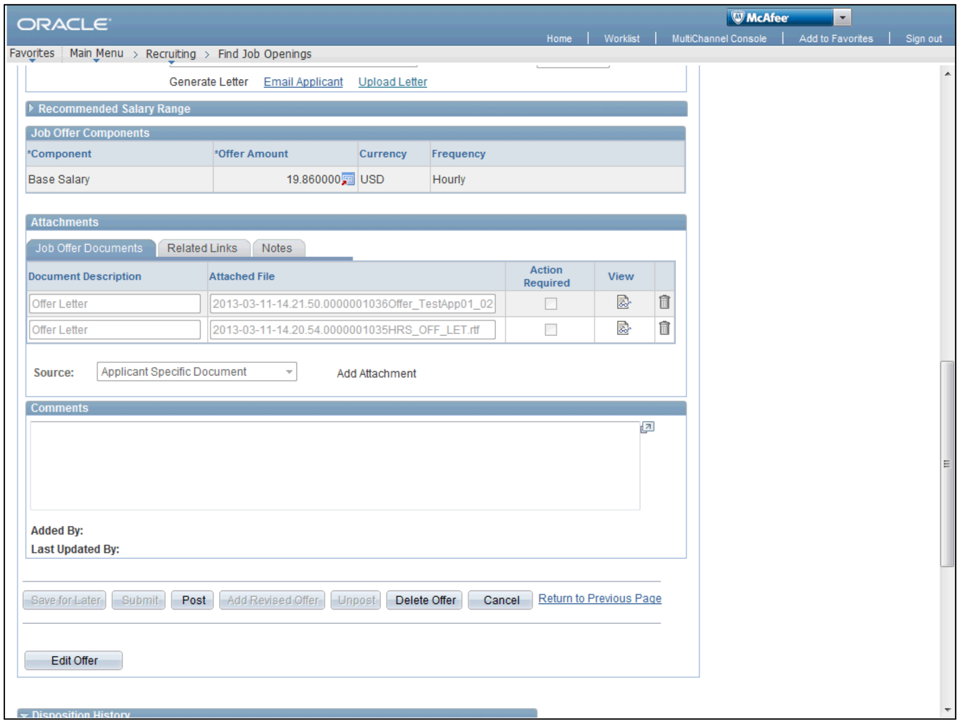
Step	Action
40.	Move down the page. Click the **Scrollbar**.

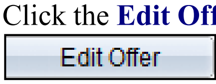
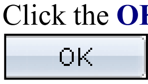
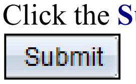


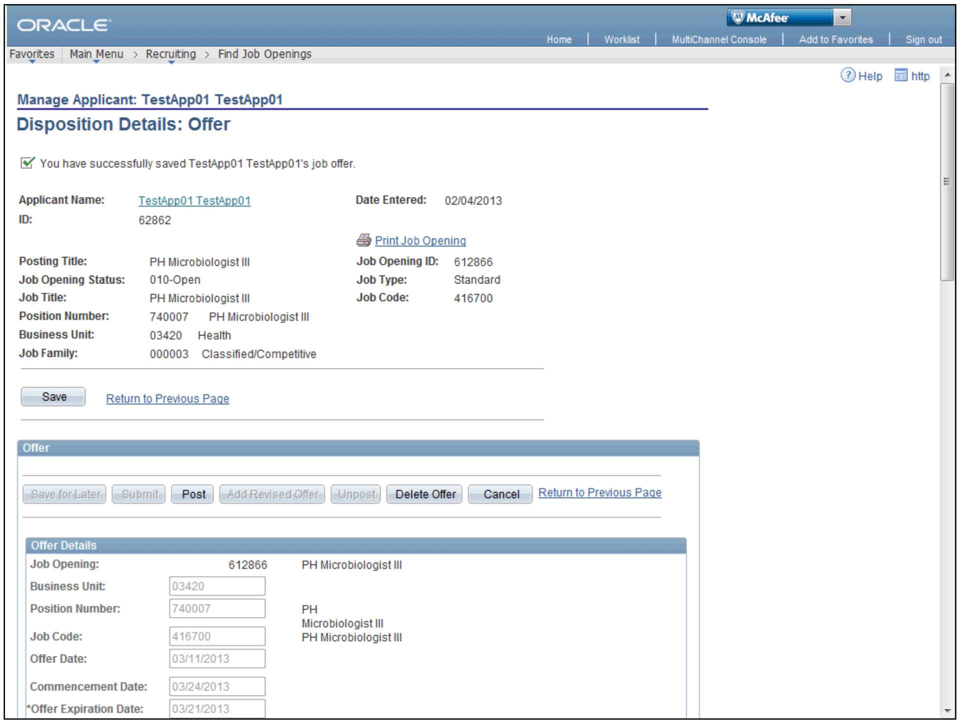
Step	Action
41.	Press the **[Ctrl]** key and click the **Upload Letter** link.
42.	Click the **Browse...** button.
43.	Select the modified letter. Click the **Open** button.
44.	Click the **Upload** button.



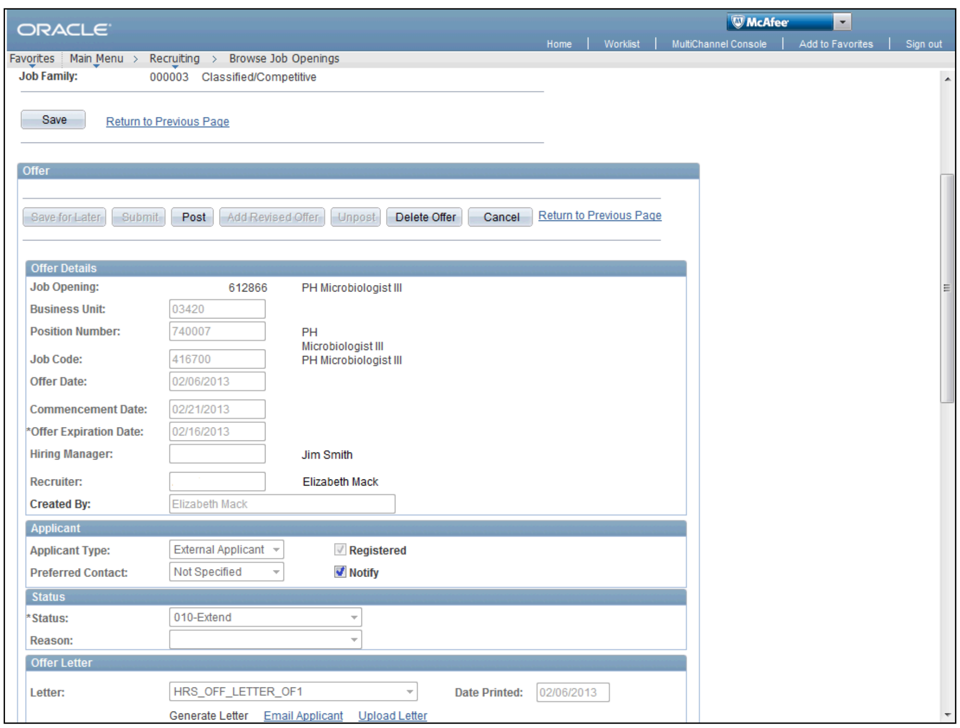
Step	Action
45.	Move down the page. Click the **Scrollbar**.



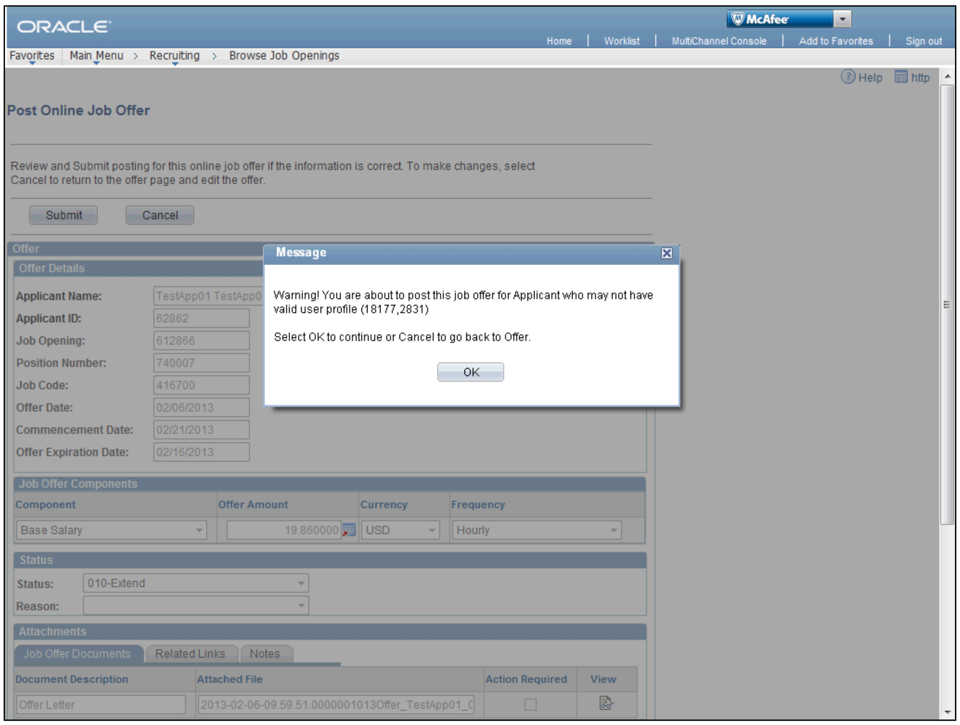
Step	Action
46.	Click the **Edit Offer** button. 
47.	Delete the original, unmodified offer letter. Click the **Delete Icon** button. 
48.	Click the **OK** button. 
49.	Click the **Submit** button. 



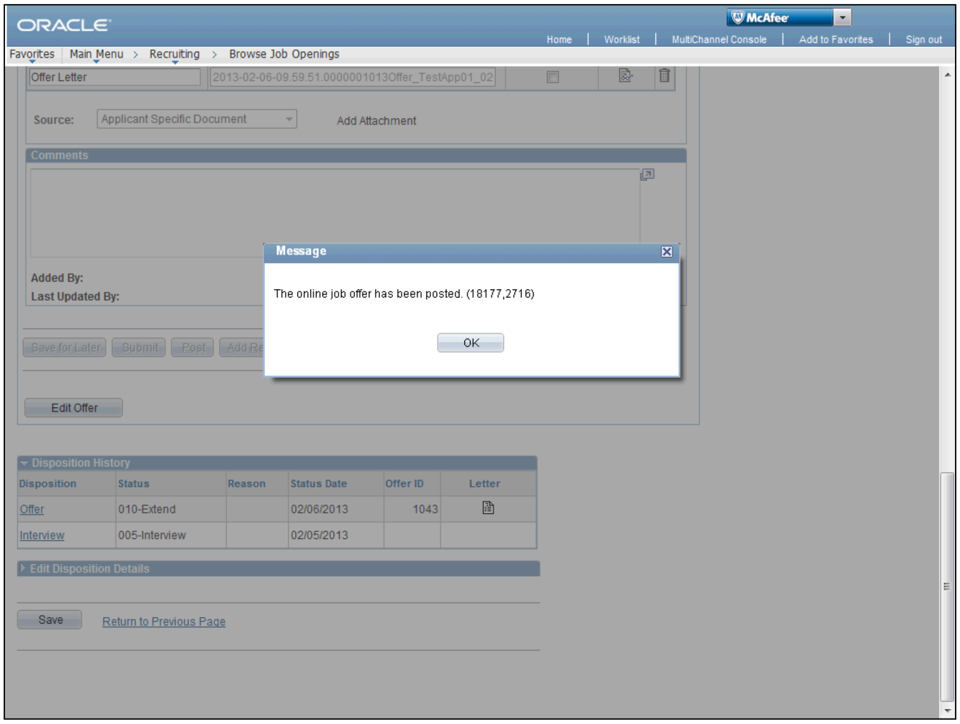
Step	Action
50.	Move down the page. Click the **Scrollbar**.

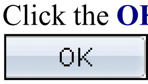
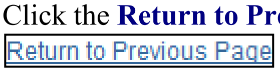


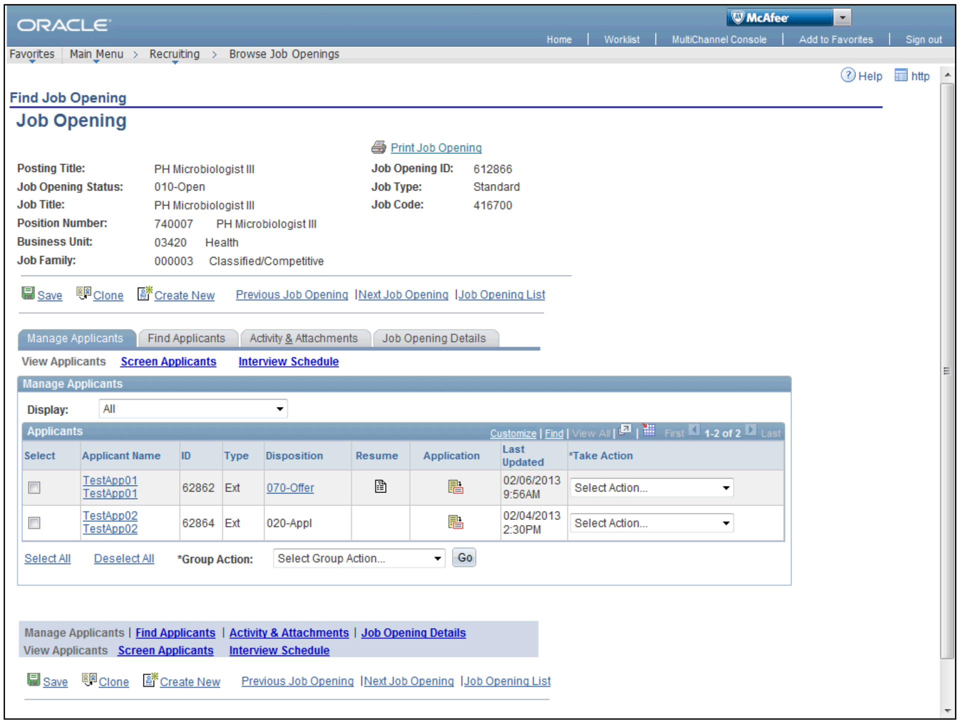
Step	Action
51.	Click the **Notify** option.
52.	Click the **Post** button. Post



Step	Action
53.	Click the **OK** button. OK
54.	Click the **Submit** button. Submit



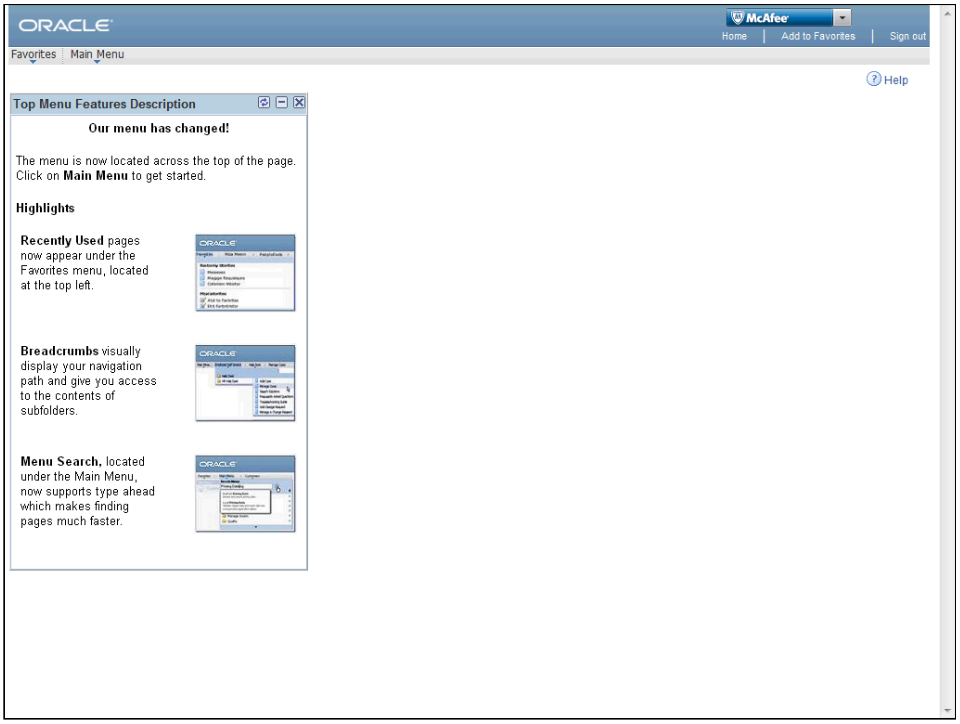
Step	Action
55.	Click the **OK** button. 
56.	Click the **Return to Previous Page** link. 

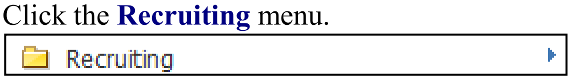


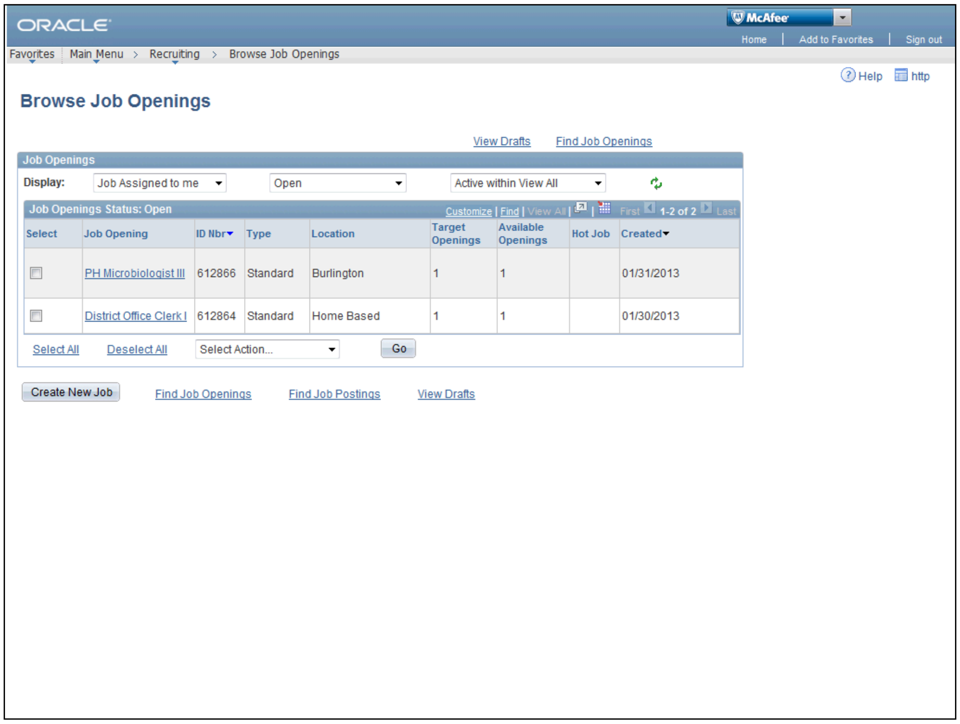
Step	Action
57.	Point to the **070-Offer** link.
58.	**End of Procedure.**

Recruitment_DHR_Entering Applicants Social Security Number

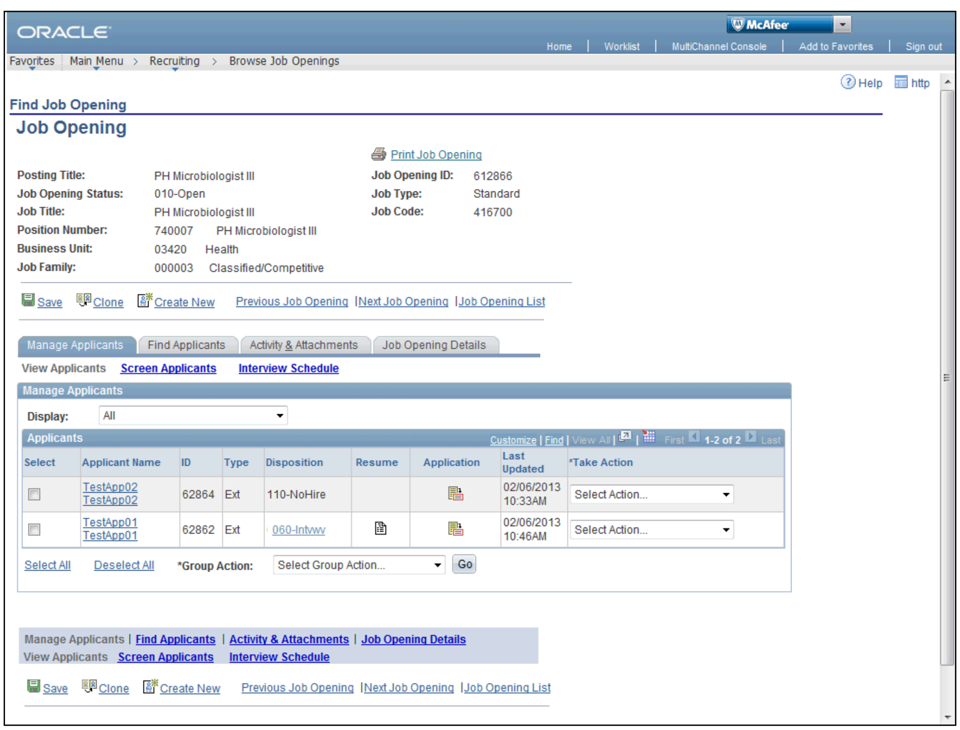
Procedure



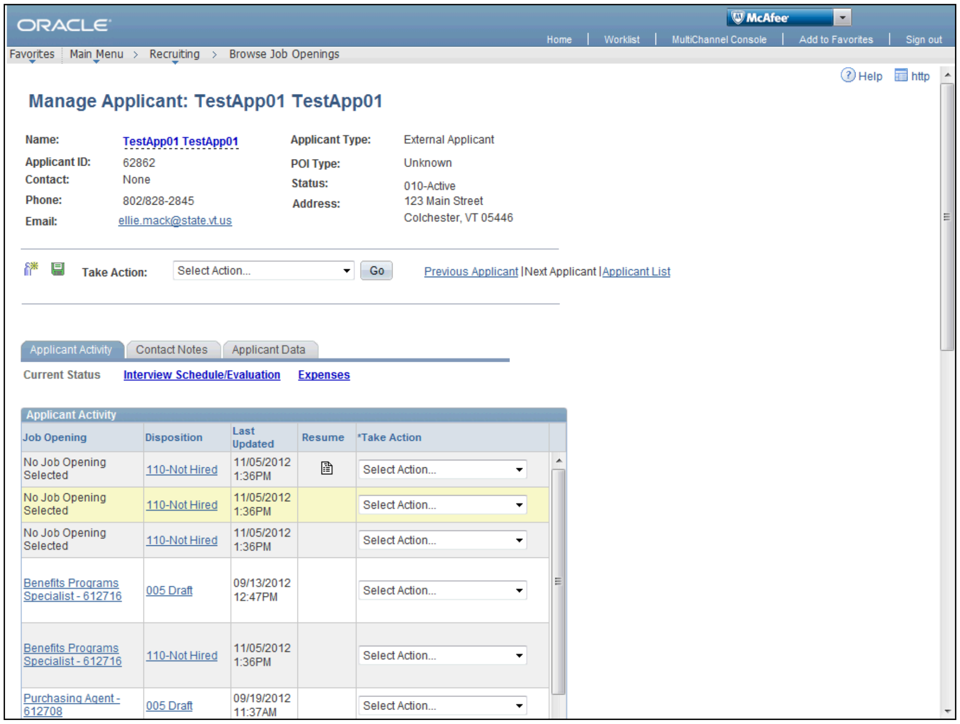
Step	Action
59.	Click the **Main Menu** button. 
60.	Click the **Recruiting** menu. 
61.	Click the **Browse Job Openings** menu. 



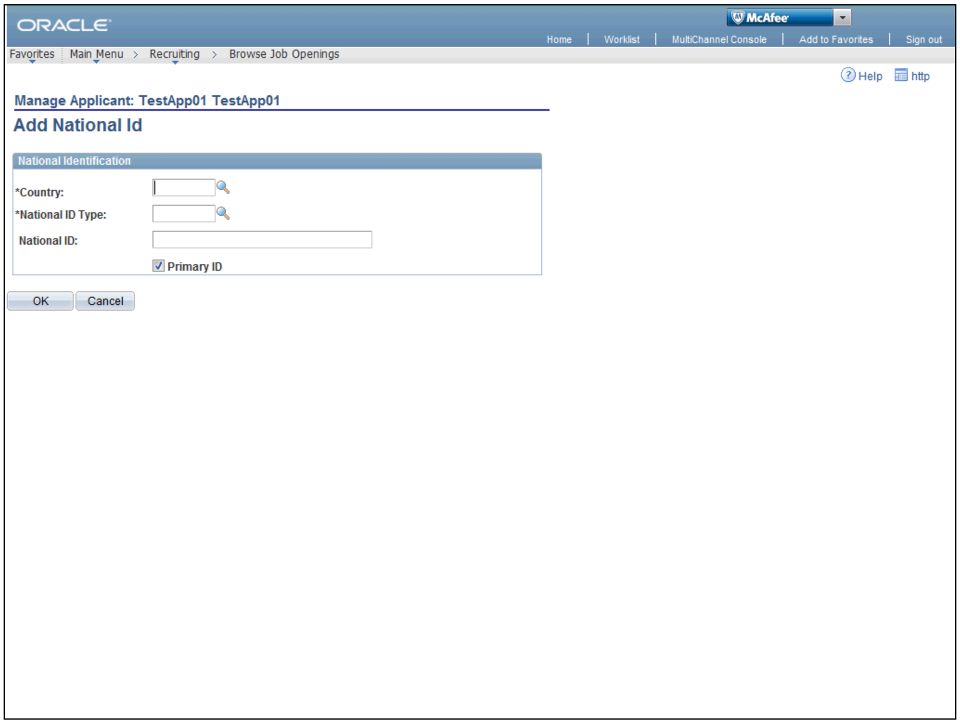
Step	Action
62.	Click the **PH Microbiologist III** link. PH Microbiologist III



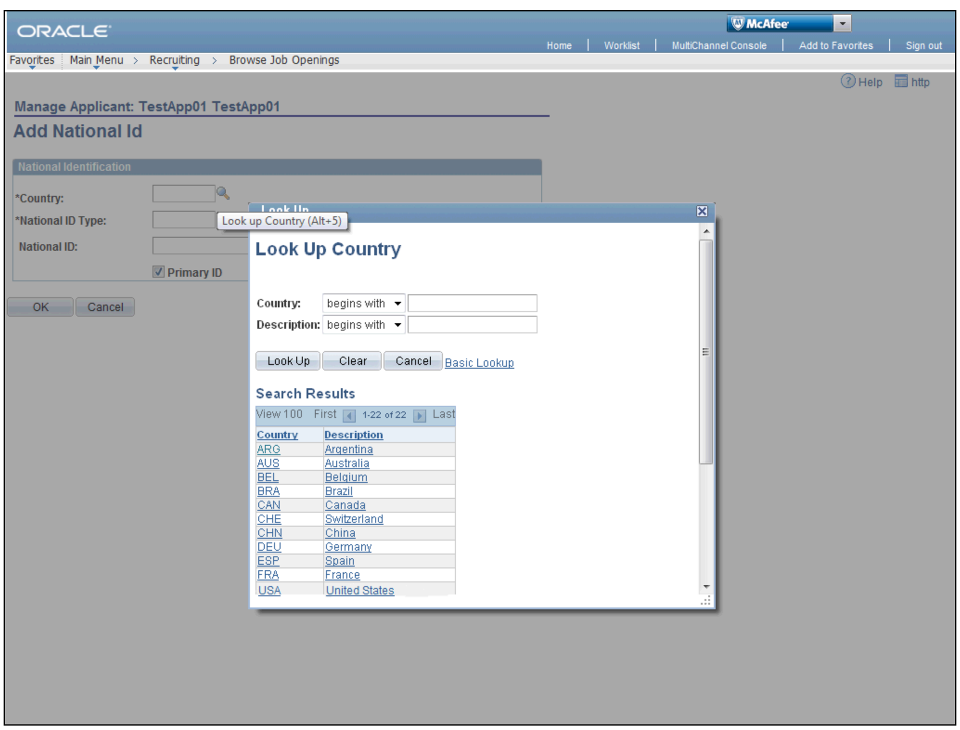
Step	Action
63.	Click the **TestApp01 TestApp01** link. TestApp01 TestApp01



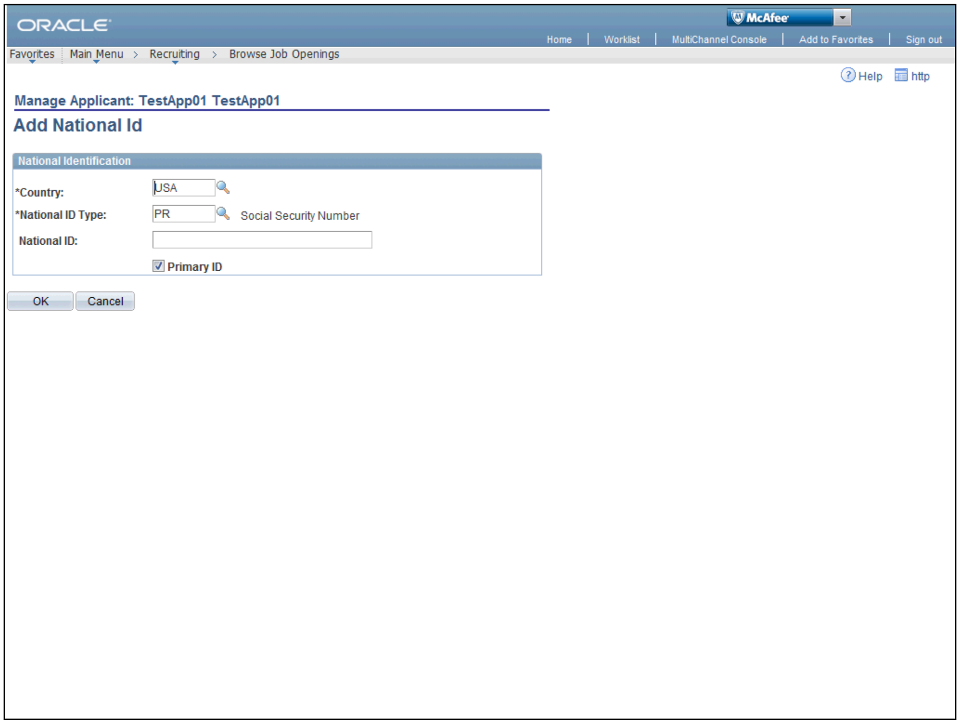
Step	Action
64.	Click the **Applicant Data** link. Applicant Data
65.	Click the **Eligibility & Identity** link. Eligibility & Identity
66.	Click the **Add National Identification** link. Add National Identification



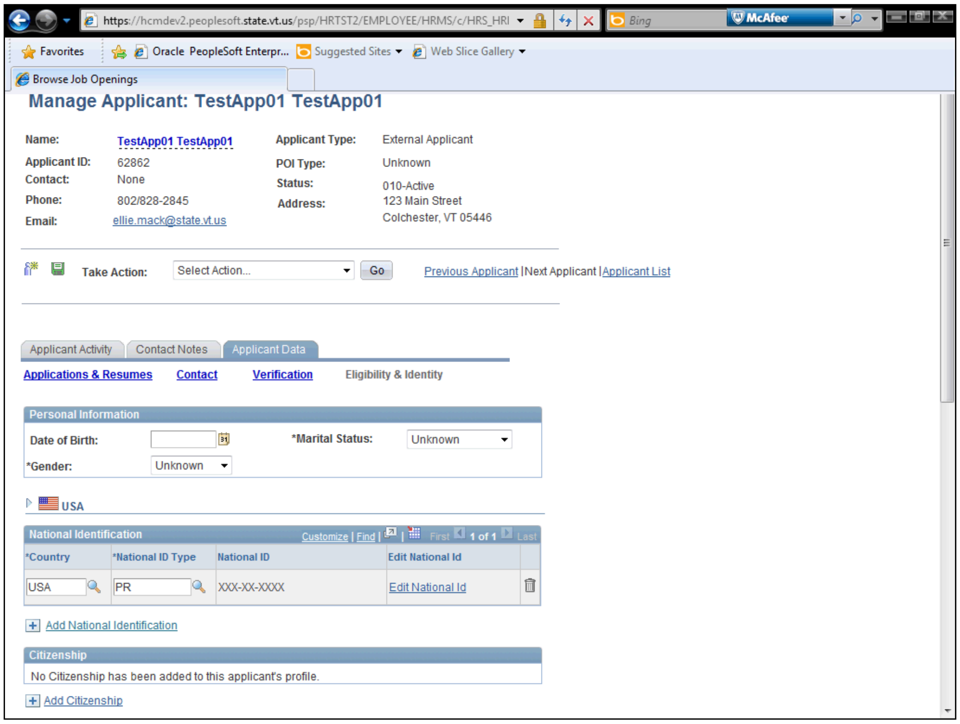
Step	Action
67.	Type 'USA' or Click the **Look up Country (Alt+5)** button. 



Step	Action
68.	Click the **United States** link. United States



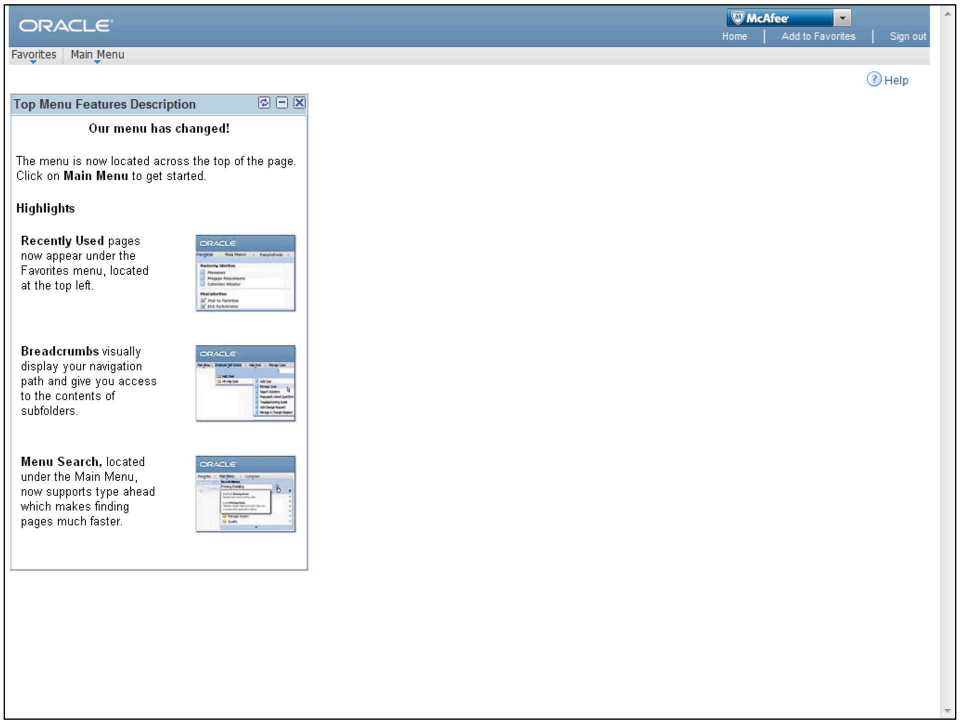
Step	Action
69.	Enter the desired information into the **National ID** field. Enter "**xxx-xx-xxxx**".
70.	Click the **OK** button. OK

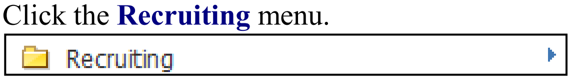


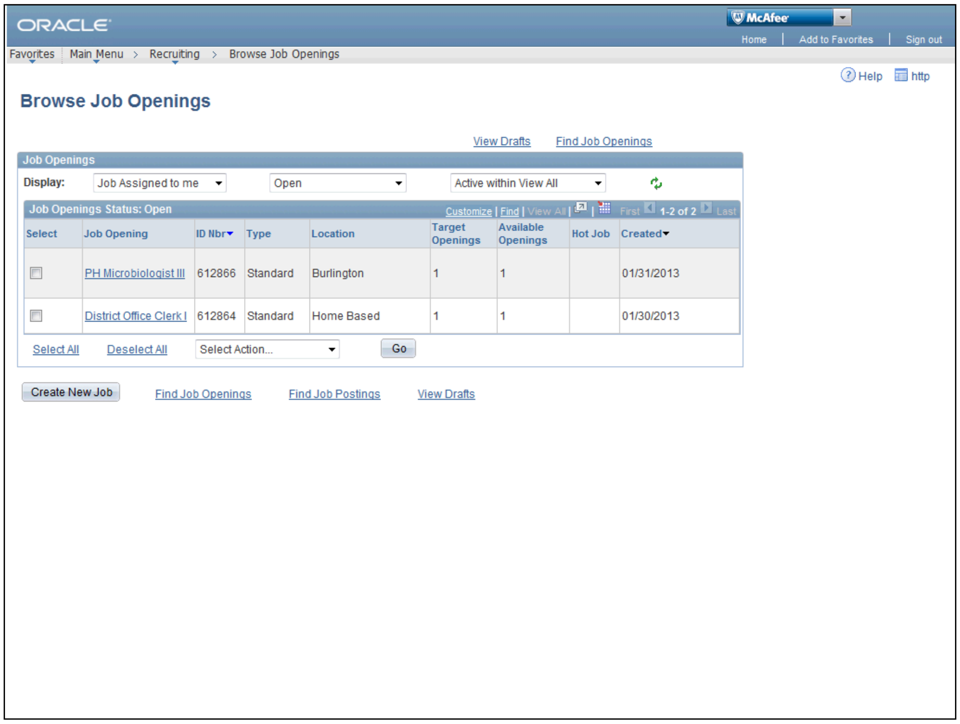
Step	Action
71.	Point to the **National ID** object.
72.	Click the **Save** button. 
73.	**End of Procedure.**

Recruitment_DHR_Manage Applicant Checklists

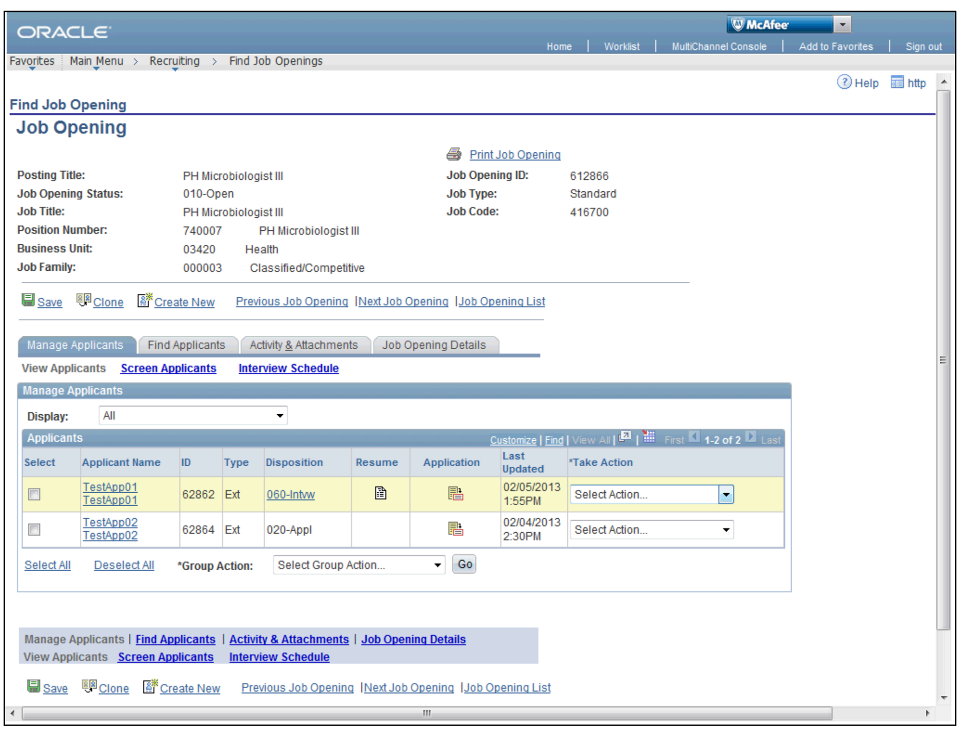
Procedure



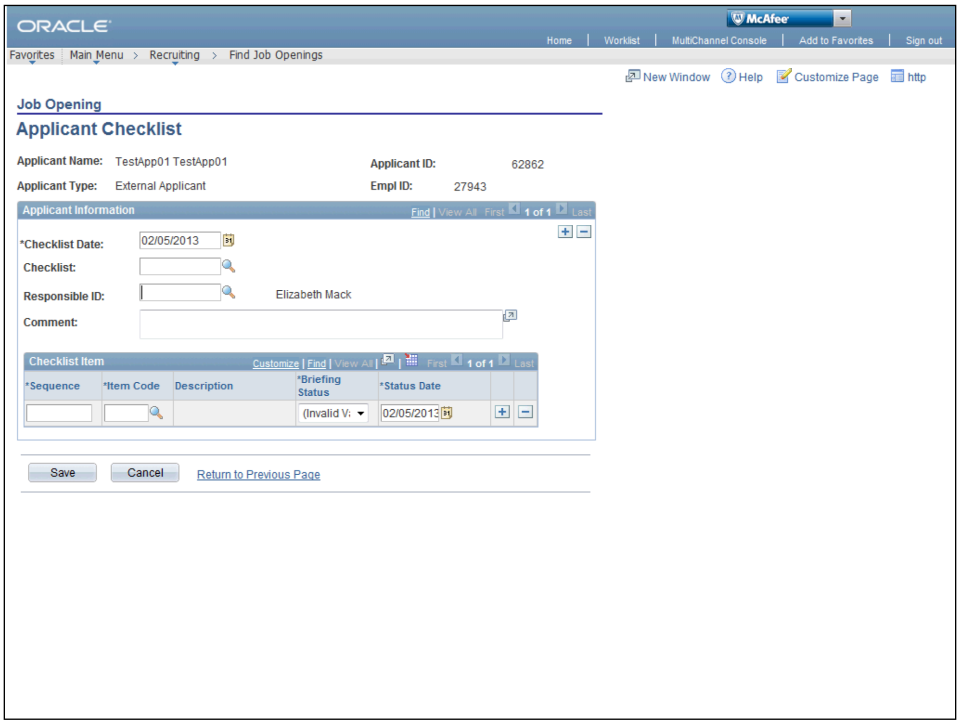
Step	Action
74.	Click the **Main Menu** button. 
75.	Click the **Recruiting** menu. 
76.	Click the **Browse Job Openings** menu. 



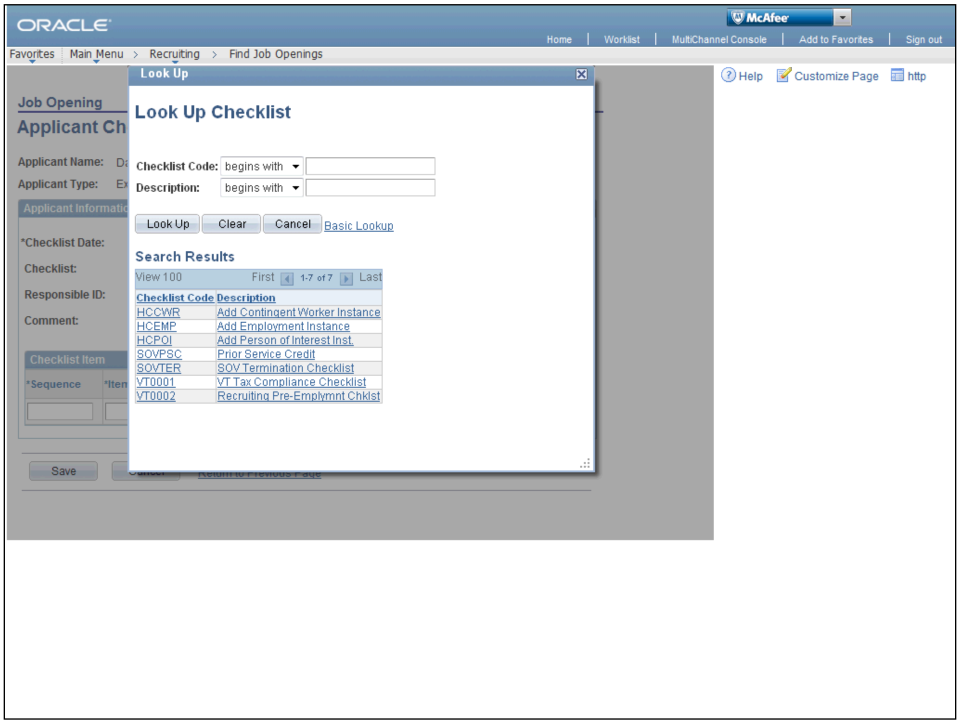
Step	Action
77.	Click the **PH Microbiologist III** link. PH Microbiologist III



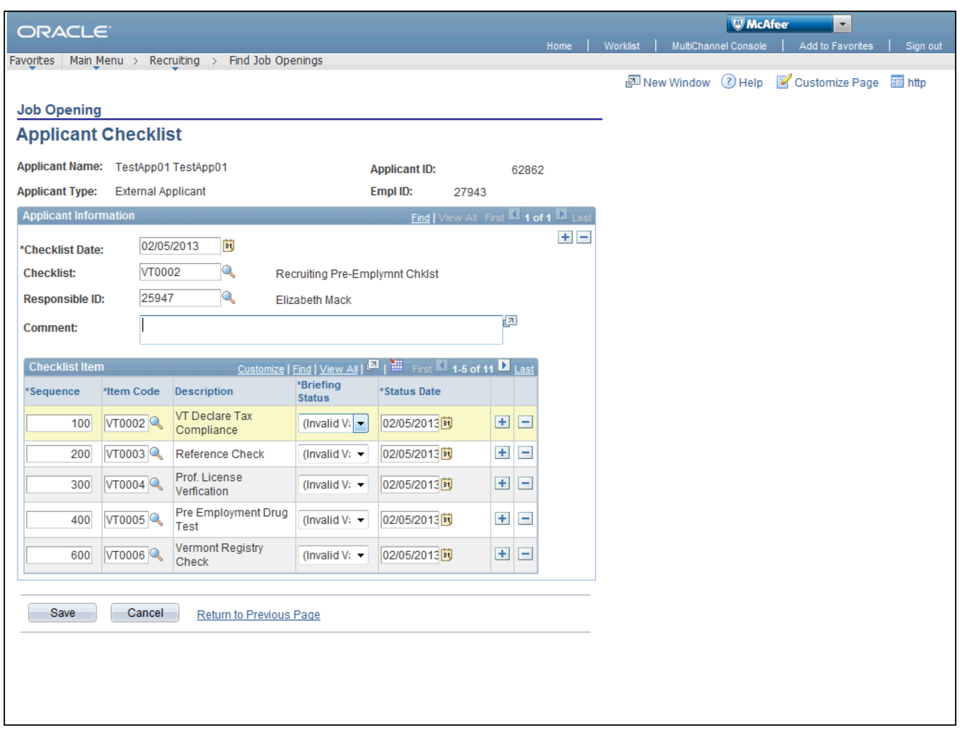
Step	Action
78.	Click the **Take Action** list. 
79.	Click the **Manage Applicant Checklists** list item. 

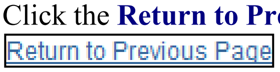


Step	Action
80.	Click the **Look up Checklist** button. 



Step	Action
81.	Click the **Recruiting Pre-Emplymnt Chklst** link. 
82.	Enter or lookup your **Employee ID** number.

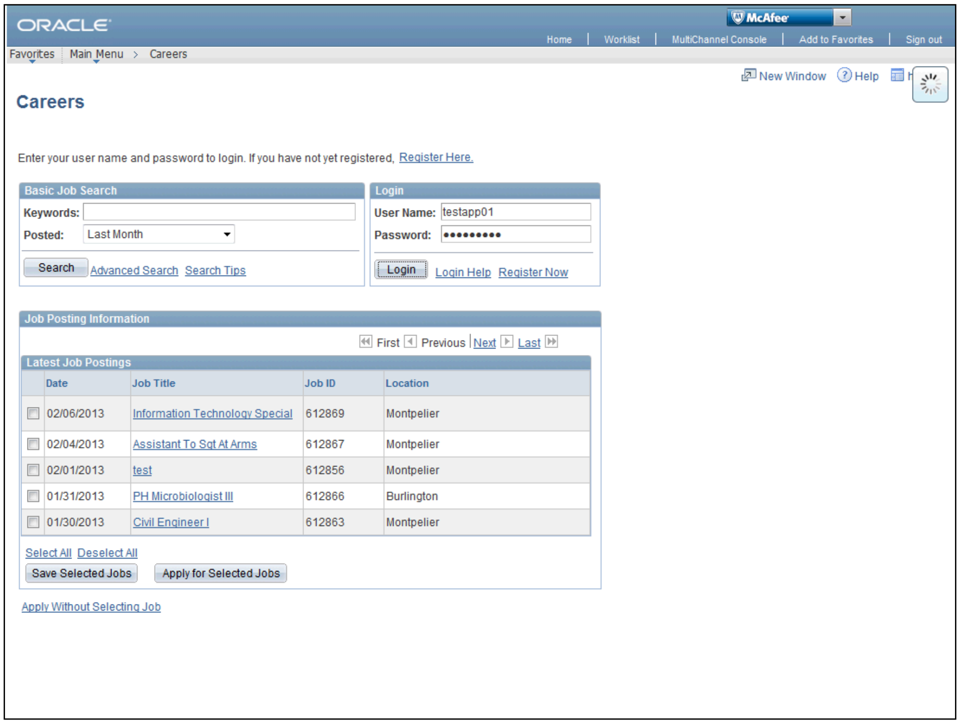


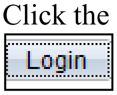
Step	Action
83.	Enter basic information in the Comments field if necessary. Click the **Comment** list item.
84.	Click the **Briefing Status** list item. 
85.	Click the **Initiated** list item. 
86.	Repeat this action to update the Briefing Status field for all necessary Checklist Items. Return to this page to further update completed items. Note: Whether or not a Checklist Item is actually required will vary by position, department, etc.
87.	Click the **Save** button. 
88.	Click the **Return to Previous Page** link. 
89.	**End of Procedure.**

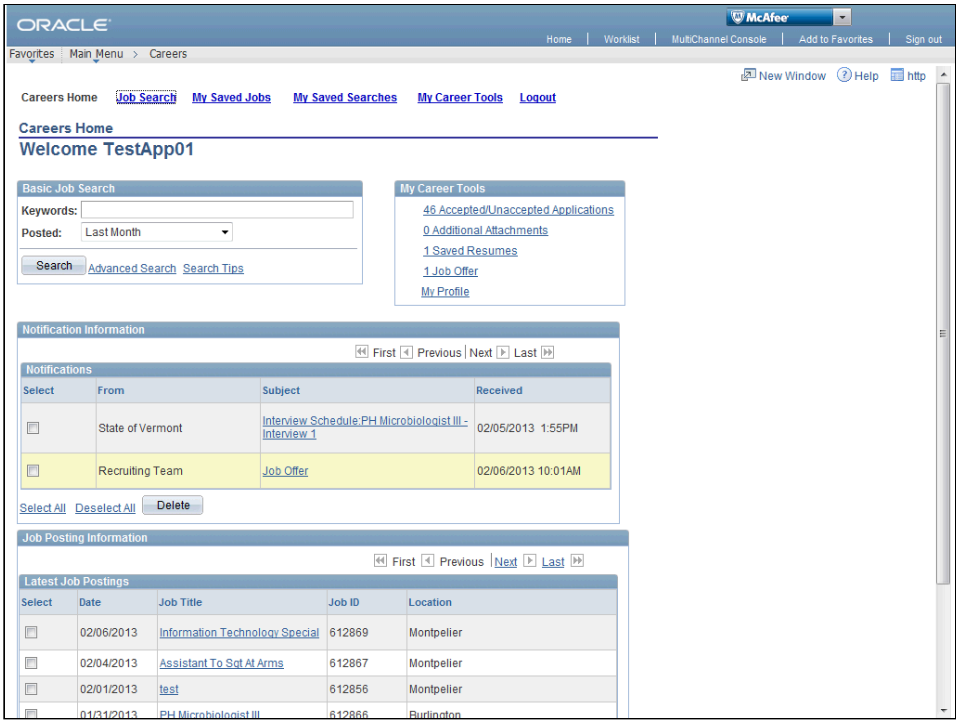
Recruitment_Applicant Accepts Job Offer

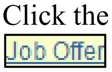
How to Accept a Job Offer (pdf)

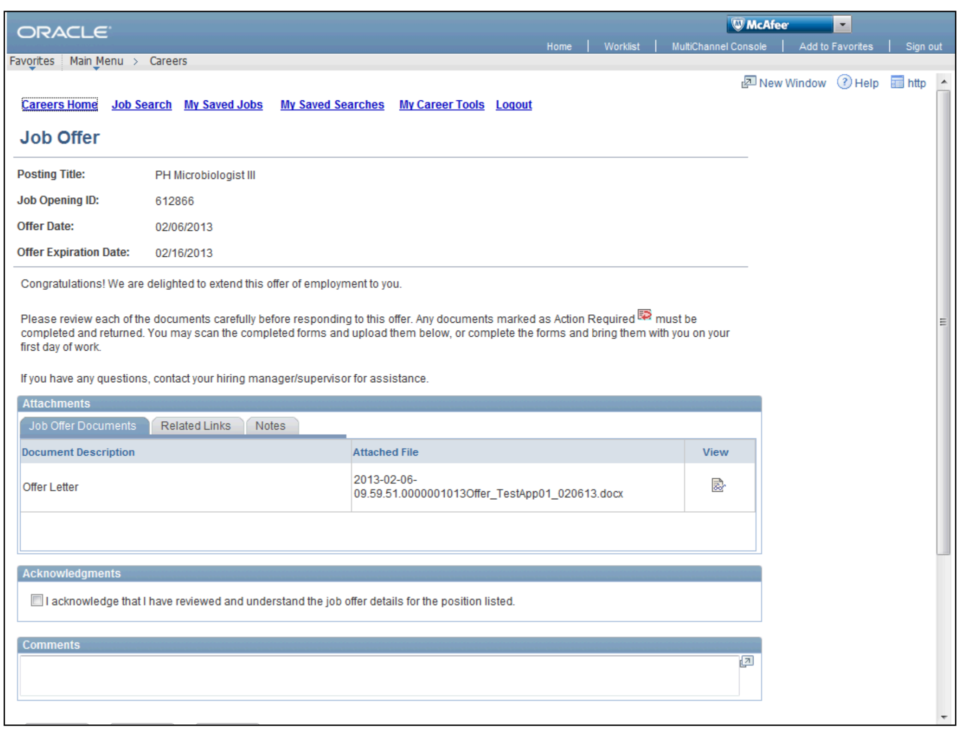
Procedure



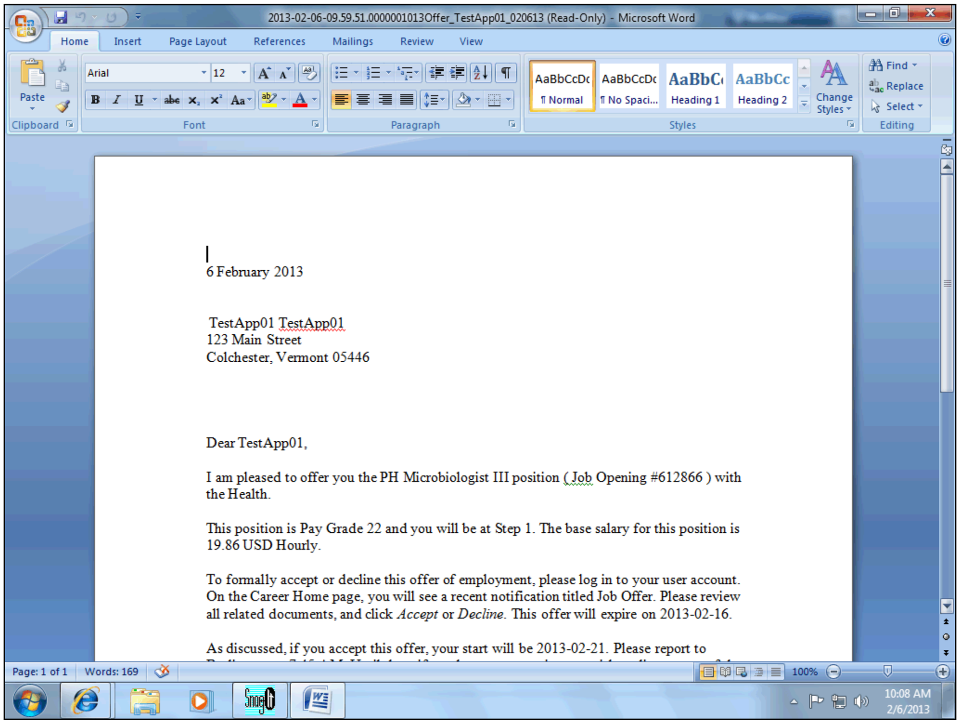
Step	Action
90.	Click the **Login** button. 



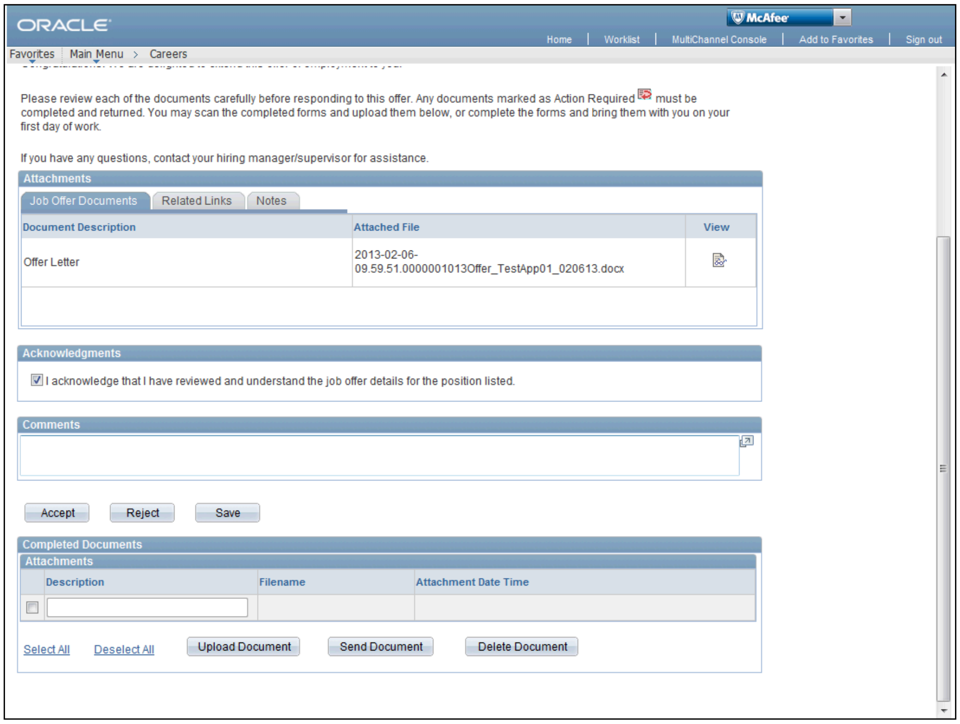
Step	Action
91.	Click the **Job Offer** link. 

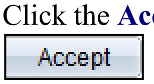
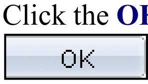
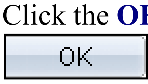
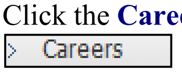


Step	Action
92.	Press the **[Ctrl]** key and click the **View** button. 



Step	Action
93.	Review the offer letter. Click the **Close** button. 



Step	Action
94.	Click the **acknowledgement checkbox** option. 
95.	Click the **Accept** button. 
96.	Click the **OK** button. 
97.	Click the **OK** button. 
98.	Click the **Careers Home** link. 
99.	**End of Procedure.**

Reject Applicant

Reject Applicant is primarily a function for Hiring Managers, but a little background information for Field HR will help the process to work better.

Additionally, *Reject Applicant* is the function to use when a candidate has accepted an offer and subsequently declines.

Key Points about *Reject Applicant*

- Applicants receive no updates in the system about the status of an application once it is forwarded to the Hiring Manager. The expectation is that Hiring Managers communicate with all applicants to inform them of the final status of their application. (See Personnel Policy 4.11) VTHR supports this expectation by providing an automated function with template letters to send to the applicants.
- There are three applicable templates for Reject Applicant
  - Applicants who are in Route status should receive the "Post Route RR 1" template
  - Applicants who are in Interview status should receive the "Interviewed IR" template
  - When the Status Reason for the correspondence is "Requisition Cancelled", the template letter is "Rejection-Cancelled JobOpening"

  TIP: Preview the letter to be sure that it will populate. If nothing comes up in Preview, do not send. We will need to review the Hiring Manager's security. (This tip comes from experience, due to a couple of hiring managers who went through the process correctly, but the emails that were sent to the applicants were blank because of an issue with the manager's setup in VTHR.)

- Once the letter is submitted, the applicant's status is changed to "nohire"
- Once an Offer has been submitted to an applicant on the list, all applicants are changed to a status of "Hold" (unless they were already "nohire"). Additionally, once the Hire is processed, all other applicants are changed to "nohire".

  TIP: Because the Offer changes the status of all applicants, it is much easier to send the rejection letters before the Offer is submitted. Otherwise, it can be difficult to sort out which applicants require which letter and time consuming to select the correct applicants who need notification. Hiring Managers may want to hold off on notification to Interviewees until the Offer is Accepted, but that is more manageable than corresponding with all applicants at that stage.

- Here are a couple of resources regarding this function:

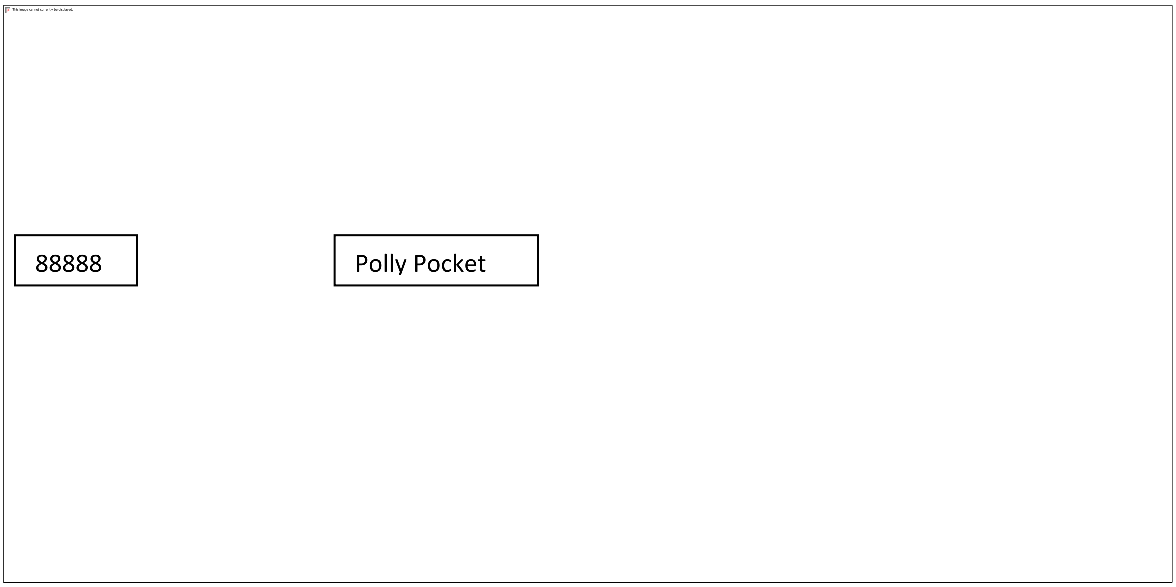
  Reject Applicants, Send Rejection Letters and Emails - 7 minutes
  Upk: https://knowledge.peoplesoft.state.vt.us/Management/data/toc.html (Recruitment - Reject Applicant & Send Correspondence

Use “Reject Applicant” if a candidate withdraws after accepting the offer

In some instances, an applicant may accept the offer, but then decline verbally after further reflection or due to a change in circumstances. The Hiring Manager or Field HR will update the applicant status in order to proceed with recruitment for the job opening.

Select Action: “Reject Applicant”

Choose “Offer Rejected”



Click Submit only (you don’t want to send correspondence)

The applicant’s status will now be “not hired”. Go ahead and submit your new offer for the next candidate.

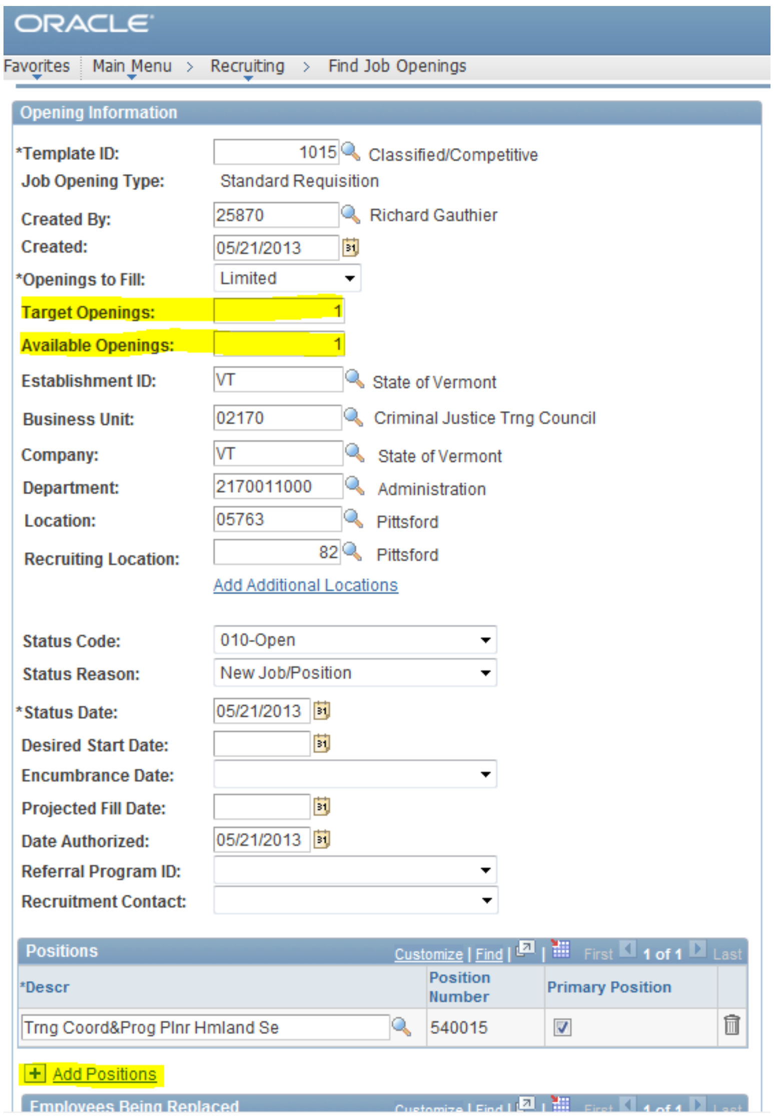
Posting Positions with a Multiple Headcount

More than one position number can be associated to a job posting. This feature will allow us to easily post "multiple headcount" positions with one posting.

Values in the *Target Openings* and *Available Openings* fields should be changed to reflect the headcount.

In the *Positions* section, click *Add Positions* and select the appropriate additional position numbers.

<u>Remember, this should only be done when the positions are *IDENTICAL*. Location, job title/job code, unit, supervisor, shift…the positions must truly be the same.</u>



Creating a Job without a Position Number

Information for Hiring Managers

Under special circumstances, a hiring manager can initiate recruitment without a position number. Situations that warrant posting without a position number include multiple-level recruitment and recruiting while the correct position number is in the assignment or reassignment process. Please be aware that posting without a position number is a special exception to the standard business process! Please contact Recruitment Services prior to initiating this type of recruitment.

Navigation: Main Menu > Recruiting > Create New Job Opening

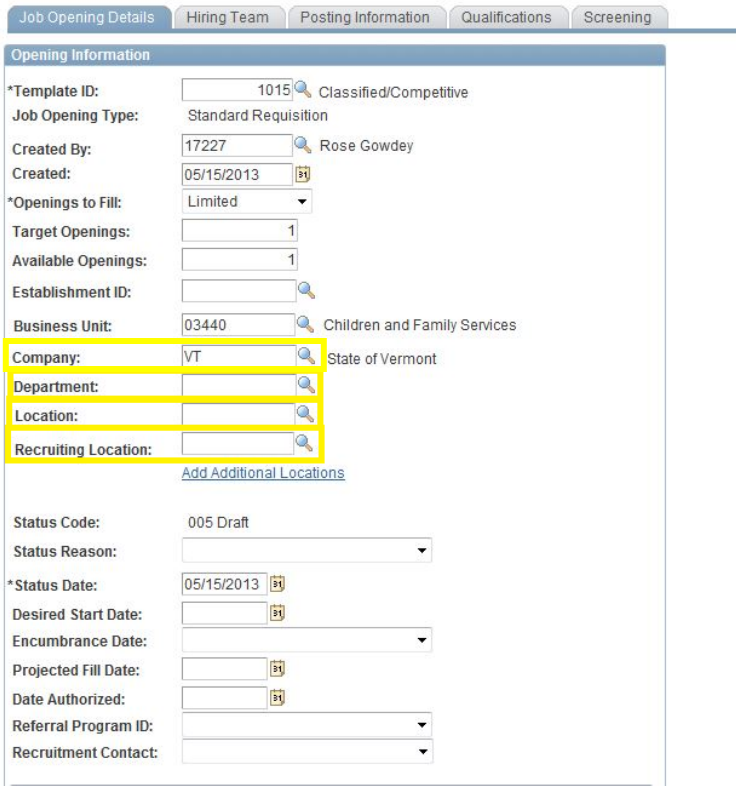
1) Select Business Unit
2) Select Job Family
3) Skip the Position Number field and Select <u>Job Code</u>
4) Click Continue

Because a position number was not selected, you must manually enter important information on the Job Opening Details tab. The fields required are:

1) Company – Select State of Vermont
2) Department (10 digit department code)
3) Location
4) Recruiting Location (should default when you add "Location")
5) Schedule Type – Indicate full-time, part-time

Once you have completed the fields noted above, proceed to the Hiring Team tab and Posting Information tab steps (See UPK: Create Job Opening pt. 1 – Hiring Manager).

If this job is part of a multiple level posting, be sure to make a note in the Posting Information section. Include the Job Opening ID numbers and job titles for the other levels.

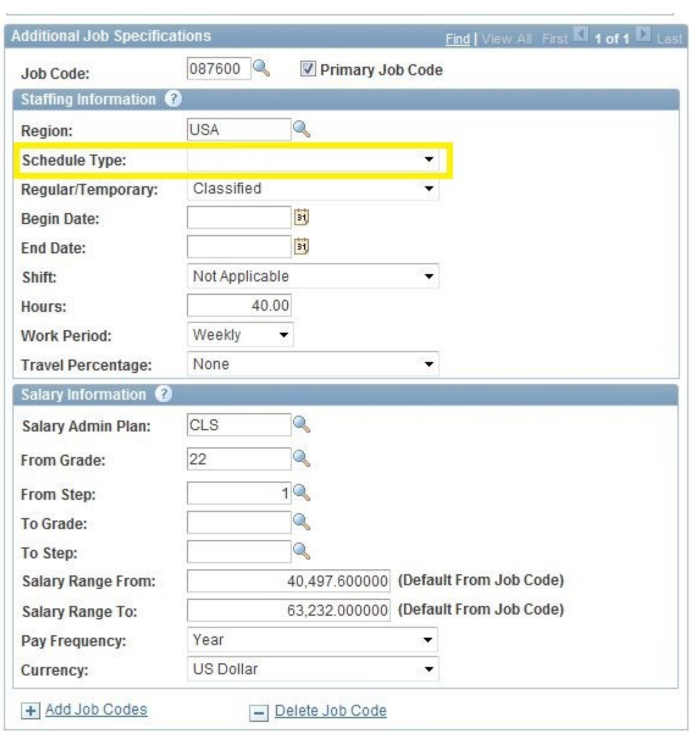


Job Opening Details | Hiring Team | Posting Information | Qualifications | Screening

Opening Information

*Template ID:	1015 Classified/Competitive
Job Opening Type:	Standard Requisition
Created By:	17227 Rose Gowdey
Created:	05/15/2013
*Openings to Fill:	Limited
Target Openings:	1
Available Openings:	1
Establishment ID:	
Business Unit:	03440 Children and Family Services
Company:	VT State of Vermont
Department:	
Location:	
Recruiting Location:	
	Add Additional Locations
Status Code:	005 Draft
Status Reason:	
*Status Date:	05/15/2013
Desired Start Date:	
Encumbrance Date:	
Projected Fill Date:	
Date Authorized:	
Referral Program ID:	
Recruitment Contact:	

(scroll down the page)



Additional Job Specifications Find | View All First 1 of 1 Last

Job Code:	087600 ☑ Primary Job Code

Staffing Information

Region:	USA
Schedule Type:	
Regular/Temporary:	Classified
Begin Date:	
End Date:	
Shift:	Not Applicable
Hours:	40.00
Work Period:	Weekly
Travel Percentage:	None

Salary Information

Salary Admin Plan:	CLS
From Grade:	22
From Step:	1
To Grade:	
To Step:	
Salary Range From:	40,497.600000 (Default From Job Code)
Salary Range To:	63,232.000000 (Default From Job Code)
Pay Frequency:	Year
Currency:	US Dollar

Add Job Codes | Delete Job Code